#1 – PROTOTYPE PLANNING

Technology-Enabled Activity Planning Document

This document may help you plan your creation, as well as encouraging you to estimate how much time you will need to invest.

Title:	Group Assignment Team MOU and Project Charter
Tool using:	FOL (Fanshawe Online) Discussion Groups ZOOM, BONGO, GOOGLE Meetings
Idea:	Students find working in groups to be a challenge. With the transition to fully online due to the pandemic, group assignments can become more of a challenge to the student. In this course, group assignments serve two purposes. First, they provide an opportunity to demonstrate that you understand course concepts and can apply them to different kinds of project scenarios. Second, they provide an opportunity to develop effective team management skills. The *process* of completing group assignments with classmates will help you learn what to do (and what not to do) when working with project teams in the workplace.
Curriculum integration:	Working in teams not only is a key competency of a Project Manager, employers will expect students to know how to work effectively in terms • determining what needs to be done and how to share the workload • Completing assigned tasks on time and to the best of your ability • Collaborating effectively with other team members to produce superior outcomes • Communicating respectfully and professionally • Resolving interpersonal conflicts that might arise • Establishing roles/rules/procedures • Being held accountable for not meeting responsibilities and team expectations

[X]	Task	Est. time (in hrs)
x	Introduction to activity and participants - Introduce each participant in the group - Review assignment details and deliverables -	1/2
x	Brainstorm ideas - Using the assignment details, brainstorm ideas	1
X	Using the ideas created above (#2) vote on the top 10 ideas to be carried forward for this assignment	½
x	Assign group members specific tasks to perform for this assignment	1
x	Setup a date and time to review final assignment prior to submitting	¼
x	Review assignment details including spelling and grammar, APA citation, prior to submitting it to FOL	1
x	Submit to FOL and setup a time to review the mark and comments	¼