

#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:	<p>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.</p> <p>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 <i>process</i> 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.</p>
Curriculum integration:	<p>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</p> <ul style="list-style-type: none">• 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

Now, identify what tasks are involved in your creation and estimate how much time it will take to complete them. It's not a commitment to a particular approach, rather a guide for you to anticipate what will be required.

Enter an 'X' in any column next to a task your creation will entail, and then predict how long it will take you to do (in hours).

[X]	Task	Est. time (in hrs)
x	Generate Ideas	4
x	Conduct research	2
	Storyboard	
x	Write script	4
	Find graphics (don't forget to attribute!)	
	Create graphics	
	Record & edit audio	
	Record & edit video (and audio together)	
x	Write copy (text)	4
	Design website (or style web authoring tool, like Scalar or Prezi)	
	Write code	
x	Identify and remedy any accessibility barriers (e.g. captioning)	1

x	Review for errors (Spelling and Grammar)	1
x	APA Citation	1