Solving Your ID Project Challenges with Project Management Techniques
At the end of our session together you will be able to:

1. Identify key issues in the management of ID projects
2. Identify key project management (PM) skills needed for IDs
3. Outline how PM techniques can improve ID projects
4. Use PM techniques to plan schedule and communications for an ID project
The story began...
And then…
ID Challenges from the Literature

1. Culture
2. Time
3. Resources
4. Communication
Think… Pair… Share

What are your top 3 challenges with instructional design projects?
1. Project management skills for IDs?
2. How to apply PM?
3. Can PM improve ID projects?
Key Roles of the Instructional Designer

1. Manage Projects
2. Train
3. Design
4. Support
Key Skills For IDs

1. Project planning
2. Relationship management
3. Communication
4. Teamwork
5. Time management
PM Process Groups

Initiating → Planning → Executing → Closing

Monitoring and Controlling
Project Management Knowledge Areas

1. Integration
2. Scope
3. Schedule
4. Cost
5. Quality
6. Resources
7. Communications
8. Procurement
9. Risk
10. Stakeholder Engagement
Schedule and Communication Management
Schedule Management
Course Development

- Course Outline
  - Orientation
  - Draft outline
  - Review
  - Create Final Outline
- Assessment Plan
- Blueprint
- Multimedia
- Course Build
- Quality Check

Simplified Work Breakdown Structure
<table>
<thead>
<tr>
<th></th>
<th>Schedule Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>What tasks do you need to do?</td>
</tr>
<tr>
<td>2.</td>
<td>What order should they be done in?</td>
</tr>
<tr>
<td>3.</td>
<td>How long will each task take?</td>
</tr>
</tbody>
</table>
# Sample Schedule

## Course Outline Development

<table>
<thead>
<tr>
<th>Task</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Hold Orientation</td>
<td>0.5 day</td>
</tr>
<tr>
<td>2. Prepare draft course outline and submit</td>
<td>7 days</td>
</tr>
<tr>
<td>3. CDS review draft course outline</td>
<td>1 day</td>
</tr>
<tr>
<td>4. Revise and submit final course outline</td>
<td>7 days</td>
</tr>
<tr>
<td>5. CDS review and sign off on final course outline</td>
<td>1 day</td>
</tr>
</tbody>
</table>
Think.. Pair... Share

1. Choose a task
2. List the steps
3. Add durations
4. Share
Scheduling Tips

1. List **all** tasks
2. Estimate **realistic** times
3. Add a time buffer
4. Use task dependencies
5. Calculate total time for each task group
Planning Communication

1. Identify stakeholders
2. What are their communication needs?
3. How will you meet those needs?
Planning Communication Example

- Fellow IDs
- Programme Manager
- Department Head
- Students
Think.. Pair…Share

1. Identify stakeholders
2. What are their communication needs?
3. How will you meet those needs?
Summary - Using PM In The EdD

1. Planning
2. Scheduling
3. Communication
4. Managing Stakeholders


References


Questions?
Thank You!

- Dr Lora Pilgrim, PMP
  lora.pilgrim@cavehill.uwi.edu
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