

IPRO 333

***MIDTERM REPORT
FALL 2006***

20 October 2006

Faculty Advisors
Prof. Daniel Ferguson

T/A
Paul Lenzen

Students
David Allen
Julia Campana
Kyle Carlton
Miguel De La Cruz
Megan Mims
Oscar Olmos
Christian Pham
Janusz Pula
Ben Roberts
Carolyn Wood

Revised Objectives

The overall objective to this IPRO has remained constant over the past two semesters and will not change for this semester either. IPRO 333, Video Documentary – Getting a Job after Graduation, is aiming its effort to help Illinois Institute of Technology Students get better jobs after graduation. This continuation of an earlier IPRO will strive to produce a video that presents four different stages in the job searching process. Students will work together in four “challenge” teams as well as three technical teams to accomplish its objective. Below are our updated team objectives and team values that have refined over the semester.

Objectives:

- Help IIT students obtain better jobs after graduation
- Develop our knowledge in the job searching process
- Create a video documentary to illustrate the job searching process
- Come together as a high powered self managing team so that the group may work more efficiently
- Enhance our communication skills in an effort to minimize barriers and obstacles
- Complete a video editing course so that we may create an effective yet aesthetically pleasing video
- Develop supplementary interview videos to aide in the overall experience

Team Values:

- Honor your commitments. If you say you’ll do something, do it. If you can’t, don’t say you can. If you have committed to do something and a problem arises that will prevent you from coming through, let the team know in advance
- Do not finger-point or assign blame for problems; every problem is a team problem
- Summarize and clarify all team decisions at the end of the meeting to ensure understanding
- Whenever the team makes a decision, immediately determine the action items necessary to implement. Everyone participates and takes ownership of action items
- Make team meetings a priority

Results to Date

Completed Milestones:

- **Screening film:** The IPRO team was divided into challenges in order to watch all the footage that the earlier IPRO filmed.
- **Time Stamping:** After watching everything we selected clips of film and organized them according to a storyline of each challenge.
- **Editing Classes:** Five members of the team are responsible for the editing, during a month and a half, they had classes to learn how to manipulate a program called Final Cut, the one selected to edit our documentary.
- **Small Editing Projects:** Each member to the editing team was assigned a topic to present in a video documentary using the time stamped video created by the group earlier. Some of these videos will be delivered to IPRO as secondary deliverables.
- **Additional Filming:** To enhance and develop our documentary the filming team has recorded additional footage including a final interview with a student who last year was interviewed in his job searching process. This final footage was taken after 5 months after he received and accepted his job offer.
- **Editing Plan:** Our team struggled to get over the hump and to start editing for various reasons. We finally designed a plan to help us move ahead and start the editing by jump starting the technical team.

Current activities are at an all time high in our group. We have just completed our small editing projects complete with music and have surpassed our first major problem of designing an editing plan. Our editing projects were aimed at gaining real experience in editing a film and not just example problems given to the team by the editing organizer and teacher. These videos have the possibility of becoming secondary deliverables to compliment our final documentary. Our main focus as of right now and for the remainder of the semester will be the video editing of our main deliverable. This has been anticipated as the most difficult portion to our project and will require all team members to put in many long hours. Our hope is that we can finish editing by late November and have a final, refined documentary to show during IPRO Day.

Revised Task / Event Schedule

Just as with the project plan a separate Microsoft Project file will be accompanying this report. In the updated file, including a Gantt chart and allocated resources, it will show new tasks to be completed, as well as old ones deleted and with a newly revised timeline for tasks and the project to be finished.

Several tasks have been changed, modified and added in reorganizing the team so that we may accomplish our goal now that we are mid-semester. Over the past three weeks our group has come to halt. This will be discussed later in the "Barriers and Obstacles" section but has caused our group to change and evolve so that we may overcome this wrinkle. Our story board that was supposed to guide us in the editing never really got completed due to an argument in the team. The team was having trouble deciding whether or not this video would be strictly a documentary or an instructional video. This pushed our storyboard completion date back and will not be completed until we have more of the editing completed. In turn this

has pushed back our editing dates on drafts and final cuts. The final version of the editing should have started a week ago, October 15th. As a result of our problem we have suspended the technical group known as scripting as this was our main source of complications. Although they worked very hard on an overall theme for the video and completed preliminary drafts of each challenges storyboard. Drafts of the video have yet to start due to the disagreement in the group.

Although this was a serious problem all was not lost. We added tasks in the mean time so that our group could still progress forward. We added small editing projects to help the technical editing team to start thinking about how they will design the final product. Each member of the editing team was assigned a topic and has already presented a draft of their video in class. Some of these videos will be used as supplemental videos to the larger, final product. This week, October 23rd, after these small projects have been completed work on the final video will commence. The final versions will still be due on November 29th, before IPRO Day. Allocation of resources for all tasks is included in the Microsoft Project file.

Updated Task Assignments and Designation of Roles

Team members:

Name: Julia Campana
Major: Professional and Technical Communication
Status: Senior
Skills: Scripting, Project Manager, Music

Name: Carolyn Wood
Major: Physics
Status: Junior
Skills: Editing, Scripting, minute taker

Name: Megan Mims
Major: Psychology
Status: Senior
Skills: Scripting team, minute taker

Name: Paul Lenzen
Major: Computer Science
Status: Senior
Skills: TA

Name: Kyle Carlton
Major: Biomedical Engineering
Status: Senior
Skills: Editing, Project Manager

Name: Janusz Pula
Major: Chemical Engineer

Status: Junior
Skills: Editing, Master Scheduling

Name: Oscar Olmos
Major: Chemical Engineer
Status: Senior
Skills: Editing, DVD conversion, timesheet collector

Name: Ben Roberts
Major: Chemical Engineer
Status: Editing
Skills: Project Manager, Filming Team, overall scheduling

Name: Christian L Pham
Major: Electrical Engineering
Status: Junior
Skills: Editing, filming team, DVD conversion

Name: Miguel De La Cruz
Major: Chemical Engineering
Status: Sophomore
Skills: Editing, Music.

Name: David Allen
Major: Political Sciences
Status: Junior
Skills: Editing and DVD conversion

Challenges:**Offer and Decision**

Members: Julia, Kyle and Oscar

Leader: Julia

Sub Leader: Oscar

Leader tasks: Coordinate the DVD distribution and the time stamping.

Sub-leader tasks: Control deadlines and schedule for the tasks

On site

Members: Christian, Ben

Leader: Ben

Sub Leader: Leader tasks: Coordinate the DVD distribution and the time stamping.

Sub-leader tasks: Control deadlines and schedule for the tasks

On campus

Members: Miguel and Dave

Leader: Dave

Sub Leader: Miguel

Leader tasks: Coordinate the DVD distribution and the time stamping.

Sub-leader tasks: Control deadlines and schedule for the task

Job Fair:

Members: Carolyn, Megan, Janusz

Leader: Carolyn

Sub Leader: Megan

Leader tasks: Coordinate the DVD distribution and the time stamping.

Sub-leader tasks: Control deadlines and schedule for the task

Technical Teams

Filming Team: **Ben** and Christian

Tasks: Responsible for any additional filming the project might need

Editing Team: **Oscar**, Carol and David.

Tasks: Responsible for the edition of the documentary, putting all footage together.

Scripting Team: **Julia**, Carolyn and Megan

Tasks: Responsible for the Script of the documentary, these groups will coordinate time stamping and working with the editing team to build the documentary

Designation of Roles

Minute Taker: Megan Mims This member is in charge of recording decisions made during meetings including task assignments or changes under consideration.

Agenda Maker: Ben Roberts This member is responsible for creating an agenda for each team meeting. This provides structure to the meetings and offers a productive environment.

Time Keeper: Carolyn Wood This member needs to be responsible for making sure meetings go according to the agenda.

Weekly Timesheet Collector/Summarizer: Oscar Olmos This member is responsible for collecting weekly timesheets from each member of the team and updating everyone with a summary report.

Master Schedule Maker: Janusz Pula This member is responsible for collecting schedules from all the team members and developing a master schedule, which tells the team when members are available and how to contact them.

Team organization has changed in some regards. We have added leadership roles to aid in the development of our project so that decisions can be identified and made swiftly without slowing down the entire operation. Two team leaders have been assigned by the professor as well as a director to give overall guidance on how the film should be edited.

Team Leaders: Ben Roberts, Carolyn Wood These individuals are in charge of weekly meetings and are to give guidance to the logistics included in this project. They are direct channel of information to and from the professor as well as mediators to any dispute the group experiences.

Director: Paul Lenzen This individual's tasks include giving guidance to the story being told and suggests solutions to problems editing comes across.

Barriers and Obstacles

For the first month and a half of our project everyone was working very well individually and as a team. We were completing all of our objectives and tasks in a timely fashion and with a sense of urgency and pride. It was just after we completed our time stamping when our "system" fell apart. Our scripting team was put together to create an opening and closing to the film as well as an overall theme for the video to illustrate. This may not have been the best way for us to structure the team. This caused many problems in the progression towards our final project. During a weekly scripting meeting the members of the team became overwhelmed on identifying the film as a documentary or an instructional film. This problem stopped editing before it could really start. The editing team was looking for an overall theme and the scripting team had to produce one. Then during meetings the team would talk and couldn't decide if one needed to be established before the project could continue. After almost three weeks the problem was still not solved. Many people still wanted to know a theme to follow while editing while others thought a theme would introduce itself while the team edited the film for a final product. Until last week we had not come to a conclusion. It was then that the director made a final decision that solved the problem which helped editing to start its process. He decided that all of the clips would be put together before an overall theme was established. An overall theme would be hard to develop before editing due to the fact that no one did or even could watch all the film and think of a theme. This was key to the success of our group as we were all getting to a point where it was hard to work with each other with out disagreeing and most of the time devoted in class was being wasted.

As of right now the only barrier separating us from our final deliverable is time. We know that editing a film, estimated at 30 to 40 minutes, and is going to take a very long time. After our three week disagreement it is going to be difficult to have our final product ready, which includes music and animation, by the predetermined due date, IPRO Day. The only way around this is to work as a team in an efficient and well organized way so that any new problems can be dealt with quickly and adequately. We

believe our team can do it as we possess the skills, the tools and the knowledge to accomplish our goal. Best of all we all have enough confidence in ourselves and in our teammates to finish the project.