

Summer I PRO 339

Developing Tools to Improve Project Management
& Teamwork in All Interprofessional Studies

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TEAM MEMBERS:

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Subteam Members:

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Goal:

To improve project management in the Illinois Institute of Technology Interprofessional courses

Objectives:

Deliver tools that will help improve the three key components of project management (planning, organizing, and controlling) by developing training materials, studies guides, and on-line tools to be used in the Fall of 2006

Definition:

Project Management is the process of guiding your project from its beginning stage through its performance stage and through its closure stage.

Results to Date:

[Describe the results to date including progress made in achieving goals, tasks accomplished, analyses completed, data gathered and any other measurable results that the team has produced.]

Week 1 (June 5 – June 11)

- Team members participated in the IPRO Game Days into experience and collect data on possible project management items (06/09/06)
- Team members learn the Critical Path Method and the PERT Method in order to better understand organizing programs (06/09/06 – current)

Week 2 (June 12 – June 18)

- Team presented a powerpoint presentation to the faculty members on project management (06/13/06)
- Project management team began to look at previous IPRO project plans in order to analyze the problems that exist (06/15/06 – current)
- Team introduced to Microsoft Project Planner (06/15/06)

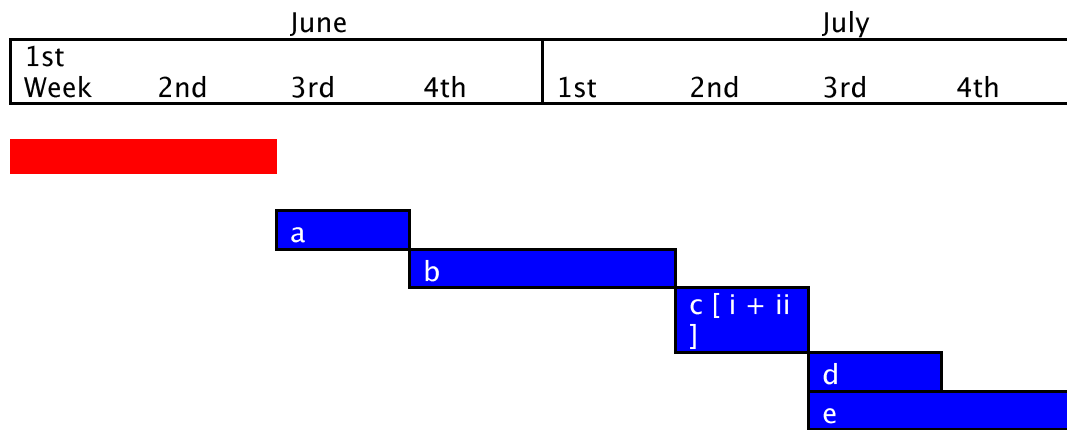
**Week 3 (June 19 – June 25)**

- Project management team presented the results of Spring 2006 project plans. The results are very bad, almost 80% – 90% of the IPROs do not follow the guidelines of creating a project plan or they do not know how (06/20/06)
- Class took the Learning Objectives Test (one of the few tools that has helped with project management in the recent years) (06/22/06)
- Project management team went into more dept on grading the Spring 2006 IPROs (06/20/06 – current)
- Project management team created a grading criteria for planning, organizing, and controlling aspects to be used in the Fall of 2006 as a grading guide (06/20/06 – current)
- Project management team is researching the best tools to use in order to make learning project management easier and more effective (06/22/06 – current)

Revised Task/ Scheduling:

[Describe the changes made to the schedule of tasks and events and include or attach a new timeline that shows major events and results that are scheduled.]

Project Management:



- a Read the Example Project Plans, Generate Selection Criteria
- b Research the available tools, score on selection criteria, generate questions for

PM consultant

- c
 - i Ask PM Consultant questions of clarification
 - ii Identify Best Tools in Each Category, look into options of integration for seamless workflow and brainstorm best practices
- c-d Submit Recommendations to Jacobius
- d Develop/Modify Tools for IIT use, generate teaching materials and documentation
- e Prepare IPRO Day Requirements [Abstract, Final Paper, Presentation, Project Plan, Poster, Team Minutes, Midterm Report]

Updated Assignments:

- Create grading criteria for planning, organizing, and controlling
- Grade Spring 2006 semester more diligently
- Learn MS Project Planner and teach it to the class
- Rewrite project management reports and guidelines on the IPRO webpage
- Rewrite/modify Learning Objectives Study Guides information on project management (if necessary)
- Prepare for progress reports on project management
- Midterm presentation for project management
- Research on CPM and PERT (Gantt Chart) Methods
- Find tool selections criteria for project management
- Bring in a guest expert consultant
- Research and identify best tools for project management
- Brainstorm on best practices
- Finally, develop or modify tools to suit all IPRO teams

Individual Tasks:

Mohammad Mahmoud: agendas for Tuesdays, in charge of the controlling aspect of project management

Axita Patel: daily task keeper (keep group on track), in charge of the organizing aspects of project management

Anita Phetkhamphou: in charge of the planning aspects of project management

Noi Phonexayphova: timekeeper, midterm writer, in charge of the controlling aspect of project management

Barriers and Obstacles:

- 1) Time: Since this is a summer I PRO, the pace is twice as fast and strenuous
- 2) Cost: The final product is not yet know
- 3) Team: Towards the end, confusion will take place
- 4) Resources: Obtaining research material