

TEACHING NOTES

IN133021- Project Management

TEACHING NOTES TOPIC 6

Learning notes for in-person class:

- Search techniques used by a facilitator: brainstorming, Nominal Group Technique, Consensus, Flow Charting, The affinity diagram, Cause & Effect, and Scatter Diagram.
- Know elements in Project Charter: Since project charter is a project planning tool, which is aimed at resolving an issue or an opportunity, the below elements are essential for a good charter project. For an effective charter project, it needs to address these key elements:
 - Identity of the project.
 - Time: the start date and the deadline for the project.
 - People involved in the project.
 - Outlined objectives and set targets.
 - The reason for a project charter to be carried out, often referred to as 'business case'.
 - Detailed description of a problem or an opportunity.
 - The return expected from the project.
 - Results that could be expected in terms of performance.
 - The expected date that the objectives are to be achieved.
 - Clearly defined roles and responsibilities of the participants involved.
 - Requirement of resources that will be needed for the objectives to be achieved.
 - Barriers and the risks involved with the project.

Out of all above elements, there are three most important and essential elements that need further elaboration.

A Project charter is a high level document which means that it should not be a detailed and exact document because it will restrict the project planning. Once we make our planning that we can detail more in the Project Scope Statement.

Learning notes for online class:

- Search techniques used by a facilitator: brainstorming, Nominal Group Technique, Consensus, Flow Charting, The affinity diagram, Cause & Effect, and Scatter Diagram.
- Know elements in Project Charter: Since project charter is a project planning tool, which is aimed at resolving an issue or an opportunity, the below elements are essential for a good charter project. For an effective charter project, it needs to address these key elements:
 - Identity of the project.
 - Time: the start date and the deadline for the project.
 - People involved in the project.
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 - The reason for a project charter to be carried out, often referred to as 'business case'.
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- Results that could be expected in terms of performance.
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Out of all above elements, there are three most important and essential elements that need further elaboration.

A Project charter is a high level document which means that it should not be a detailed and exact document because it will restrict the project planning. Once we make our planning that we can detail more in the Project Scope Statement.

TEACHING NOTES TOPIC 7

Learning notes **for in-person class:**

- Critical path method detailed explanation in: <https://www.youtube.com/watch?v=SF53ZZsP4ik>

Learning notes **for online class:**

- Critical path method detailed explanation in: <https://www.youtube.com/watch?v=SF53ZZsP4ik>

TEACHING NOTES TOPIC 8

Learning notes **for in-person class:**

- You might find more information about the seven basic quality tools in the page of ASQ, a well-known quality community <http://asq.org/learn-about-quality/seven-basic-quality-tools/overview/overview.html>

Learning notes **for online class:**

- You might find more information about the seven basic quality tools in the page of ASQ, a well-known quality community <http://asq.org/learn-about-quality/seven-basic-quality-tools/overview/overview.html>

TEACHING NOTES TOPIC 9

Learning notes **for in-person class:**

- There are many skills on conflict resolution, the student can use whichever as long as he/she specifies the source. Georges Kohlrieser has good input on : http://www.imd.org/research/publications/upload/PFM149_LR_Kohlrieser.pdf?MRK_CM_PG_SOURCE=webletter-july-07

Learning notes **for online class:**

- There are many skills on conflict resolution, the student can use whichever as long as he/she specifies the source. Georges Kohlrieser has good input on :
http://www.imd.org/research/publications/upload/PFM149_LR_Kohlrieser.pdf?MRK_CM_PG_SOURCE=webletter-july-07

TEACHING NOTES TOPIC 10

Learning notes for in-person class:

- Make sure to guide the students to project management implementation, take a look at the following reference that will help visualize the practice.
http://www2a.cdc.gov/cdcup/library/pmg/implementation/ll_description.htm

Learning notes for online class:

- Make sure to guide the students to project management implementation, take a look at the following reference that will help visualize the practice.
http://www2a.cdc.gov/cdcup/library/pmg/implementation/ll_description.htm

TEACHING NOTES TOPIC 11

Learning notes for in-person class:

- In activity 11 the student should use the power/influence model seen in the topic. For example he can choose to use Personal power for Angela with an influence tactic of rational persuasion.
- You can find a quick view on the 6 sources of power asked in the homework 11 here <http://agilevietnam.com/2013/01/03/six-sources-of-power/>
- Book about the sources: Bauer, T. and Erdogan, B. (2009). Organizational Behavior. 1st ed. Flat World Knowledge, Inc.

Learning notes for online class:

- In activity 11 the student should use the power/influence model seen in the topic. For example he can choose to use Personal power for Angela with an influence tactic of rational persuasion.
- You can find a quick view on the 6 sources of power asked in the homework 11 here <http://agilevietnam.com/2013/01/03/six-sources-of-power/>
- Book about the sources: Bauer, T. and Erdogan, B. (2009). Organizational Behavior. 1st ed. Flat World Knowledge, Inc.
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TEACHING NOTES TOPIC 12

Learning notes for in-person class:

- For activity 12: It is important that you read the instructions on the sites:
<http://marshmallowchallenge.com/Instructions.html>

http://marshmallowchallenge.com/Instructions_files/TED2010_Tom_Wujec_Marshmallow_Challenge_Web_Version.pdf

- In activity 12 if the student does not find downside for the leader himself, he might just state the downside of the type of the leadership.
- In that page you will find 8 types of leadership:
<http://www.asaecenter.org/Resources/ANowDetail.cfm?ItemNumber=241962>

Learning notes **for online class**:

- In activity 12 if the student does not find downside for the leader himself, he might just state the downside of the type of the leadership.
- In that page you will find 8 types of leadership :
<http://www.asaecenter.org/Resources/ANowDetail.cfm?ItemNumber=241962>

TEACHING NOTES TOPIC 13

Learning notes for in-person class:

- For signs on bad people skills check this site <http://www.salary.com/7-signs-you-have-terrible-people-skills/slide/2/>
- Activity 13 is to be done individually so that the student gives his personal opinion on the matter.

Learning notes for online class:

- For signs on bad people skills check this site <http://www.salary.com/7-signs-you-have-terrible-people-skills/slide/2/>

TEACHING NOTES TOPIC 14

Learning notes **for in-person class**:

- The ultimate knowledge about the amygdala hijack comes from Daniel Goleman who describes it and describes its application on day to day activities.

Learning notes **for online class**:

- The ultimate knowledge about the amygdala hijack comes from Daniel Goleman who describes it and describes its application on day to day activities.

TEACHING NOTES TOPIC 15

Learning notes **for in-person class**:

- In that page <http://communicationtheory.org/category/communication-models/> you will find communication models along with the description of each
- However the student can include other models than the one in that site, as long as they provide the source of the model.

Learning notes **for online class**:

- In that page <http://communicationtheory.org/category/communication-models/> you will find communication models along with the description of each
- However the student can include other models than the one in that site, as long as they provide the source of the model.