



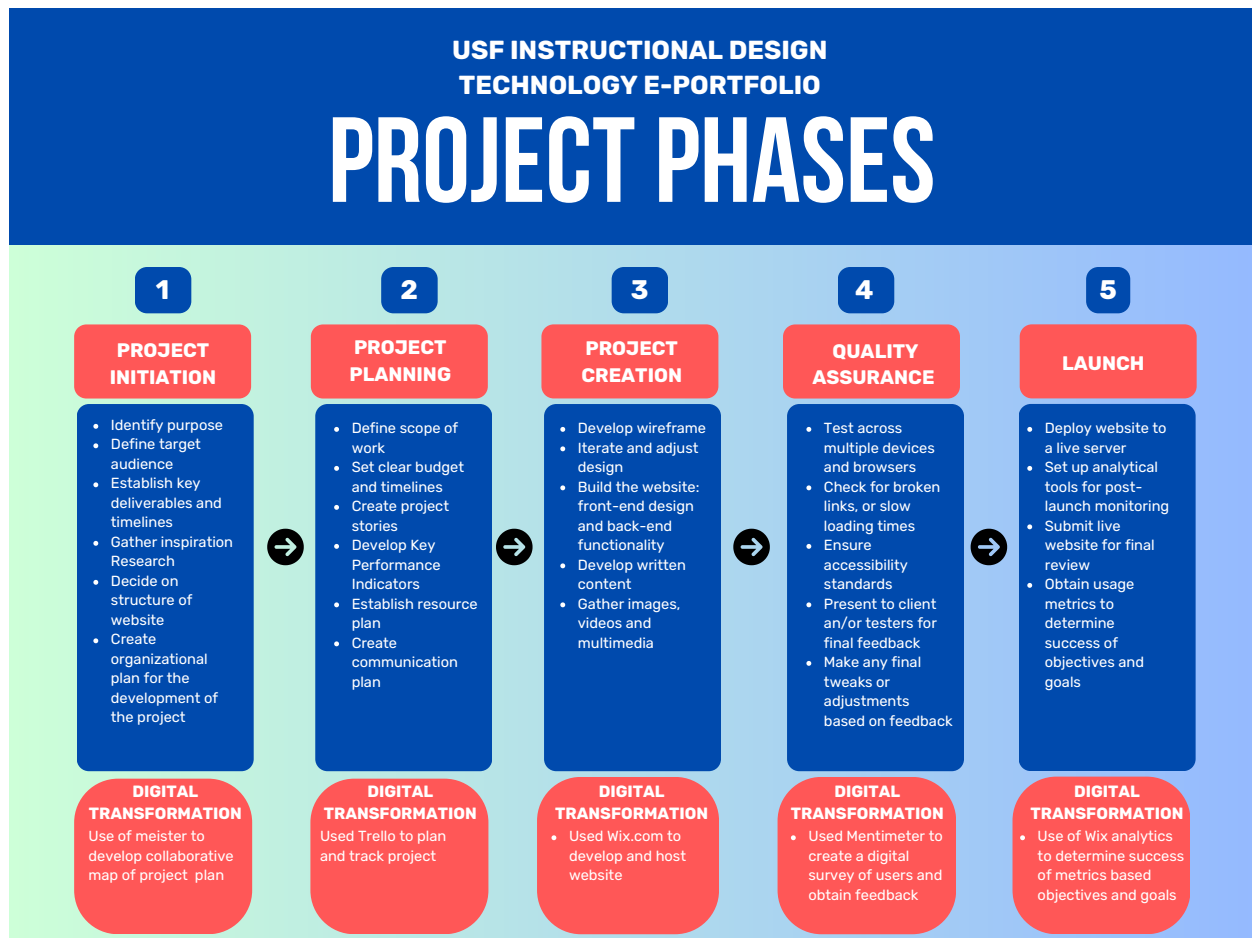
# PROJECT MANAGEMENT FINAL PROJECT

USF College of Education  
Instructional Design Technology E-Portfolio



**EDF6235  
PROJECT  
MANAGEMENT  
TECHNOLOGY**

## Transformation chart:



## Impact Statement:

Creating a detailed project management plan for the website development project was not just a logistical necessity, it was the driving force behind the project's success. This project was guided by the development of a clear roadmap ensuring common pitfalls were avoided and a quality website was delivered on time. Throughout the project development the management plan ensured the goal of delivering a personal e-portfolio, which highlighted mastery of the AECT standards, and the Instructional Design Competencies and Skills was achieved.

The planning phase allowed me to define clear objectives, establish realistic timelines, and set measurable goals that ensured the project stayed on track. By breaking down the project into manageable phases: research, design, development, testing, and launch, I was able to keep the development aligned and accountable at every stage. In the role of project manager, I was able to not just to oversee tasks but to ensure that communication flowed seamlessly and that potential risks were anticipated and mitigated. This structure and proactive approach were crucial not only for minimizing chaos but for maximizing efficiency. Ultimately, it wasn't just about getting the website live, it was about delivering a high-quality, polished product that met the college review board's expectations of meeting the standards and it was submitted on time. Finally, by utilizing the hosting site's analysis tools I have received quantifiable data that validates that the key performance indicators have been met.

As the project manager, I knew that without a clear roadmap, the complexity of the task could lead to confusion, missed deadlines, and compromised quality. Understanding and applying the project management techniques was invaluable. It was not just about technical skills; it was more about how planning and leadership can transform an abstract idea into a successful, real-world product.

## Introduction and background of project:

<p><b>S</b> Specific</p>	<p>This project is important to me because it a requirement to complete the program and earn my degree. I have applied for graduation this December and I would really like to finish successfully so that I may pursue employment in the field beginning in the coming new year.</p> <p><b>Who:</b> Myself</p> <p><b>What:</b> The project is the creation of a website that will contain all the necessary components of the Electronic Portfolio required for conclusion of the M.S. in Learning Design and Technology program at USF.</p> <p><b>Where:</b> This goal is to be achieved at home.</p> <p><b>When:</b> I plan to achieve the goal over a ten-week period.</p> <p><b>Why:</b> The E-Portfolio website is a requirement for successful completion of the program and conferral of degree.</p>
<p><b>M</b> Measurable</p>	<p><b>How many/much?</b> There are 10 weeks until the deadline. I have broken the project down according to a hierarchy of tasks that should be completed prior to advancing to the next phase of the project. This distribution of work will occur in five segments each spanning a two-week period.</p> <p><b>How do I know if I reached my goal?</b> I will have successfully met my goal if I was able to complete each of the five work segments by producing a quality product as designated in the portfolio rubric.</p> <p><b>What is my indicator of progress?</b> My indicator of progress will occur every two-weeks with successful completion of one segment and advancement to the subsequent segment.</p>
<p><b>A</b> Achievable</p>	<p>I want to be able to finalize the e-portfolio to satisfy a graduation requirement. I think the key take away I expect to gain as I develop my project management skills is the need to start with a high-level plan, work the plan in increments with an attitude of flexibility, adaptability, and conviction. I believe this skill will support me as I progress professionally as an instructional designer.</p> <p><b>Do I have the resources and capabilities?</b> Fortunately, I created a structured digital system of saving all coursework upon entry into the program so recovery of the resources needed to complete the project should be straightforward. The program has sufficiently prepared me to fulfill the requirements of this project.</p> <p><b>Have others done it successfully before?</b> This has been a requirement for previous students and there are samples from previous graduates that can be used a reference.</p>
<p><b>R</b> Realistic</p>	<p>My project is highly relevant to me and my goal of graduating this semester and my long-range goal of finding and securing employment where I can utilize the project management skills as well and all other Instructional Design skills gained through this program.</p> <p>My goal of completing this project in ten weeks is realistic, reachable and I am 100% committed to doing whatever is necessary to achieving the goal.</p>
<p><b>T</b> Timely</p>	<p>The major takeaway for me will be to gain an understanding of how to analyze the big picture requirements of such an expansive project and break them down into manageable and achievable segments that propel the project to a successful completion.</p> <p>The final deadline is November 17, 2024.</p> <p>I plan to complete my goal by November 10<sup>th</sup> at the latest to allow for an additional week to revise, edit and polish the project prior to submission by 11/17.</p>

# Statement of work

Erin Grabowski

University of South Florida  
Module 3 Assignment – Define Parameters

SOW 001 for agreement to perform development  
of Electronic Portfolio Webpage

DATE	SERVICES PERFORMED BY:	SERVICES PERFORMED FOR:
9/17/2024	Erin Grabowski EME 6235 Technology Project Management University of South Florida	Dr. Park College of Education University of South Florida

*The overall goal is to develop an esthetically pleasing and functional website that includes links to key projects and narratives that support the AECT standards.*

This Statement of Work (SOW) is issued pursuant to the consultant services master agreement between University of South Florida's College of Education ("client") and Erin Grabowski ("contractor"), effective September 15, 2024, (the "agreement"). This SOW is subject to the terms and conditions contained in the agreement between the parties and is made a part thereof. Any term not otherwise defined herein shall have the meaning specified in the agreement. In the event of any conflict or inconsistency between the terms of this SOW and the terms of this agreement, the terms of this SOW shall govern and prevail.

This SOW # 001 (hereinafter called the "SOW"), effective as of Date, is entered into by and between contractor and client, and is subject to the terms and conditions specified below. The exhibit(s) to this SOW, if any, shall be deemed to be a part hereof. In the event of any inconsistencies between the terms of the body of this SOW and the terms of the exhibit(s) hereto, the terms of the body of this SOW shall prevail.

## Period of performance

September 15, 2024, work shall commence and continue through November 17<sup>th</sup>, 2024.





## Budget

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There are no financial expenses expected with this project. I have already purchased a domain address and host serving.

## Requirements

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Contractor shall provide the services and deliverable(s) as follows:

1. Autobiographical narrative (approximately 500 words)
2. Key Artifacts and description for each of the five AECT standards
3. Introduction
4. Reflection
5. YouTube video presentation
6. Up to date resume
7. Revised Program of Study

## People

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I am personally responsible for each of the requirements.

The final project is to be submitted to Dr. Park.

## Special Requirements

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All sections must appear within the E-portfolio website using a well-organized navigation menu structure.

Each section must have its' own menu and sub-menus.

*Formatting AWS is necessary for access to Captivate project on webpage.*

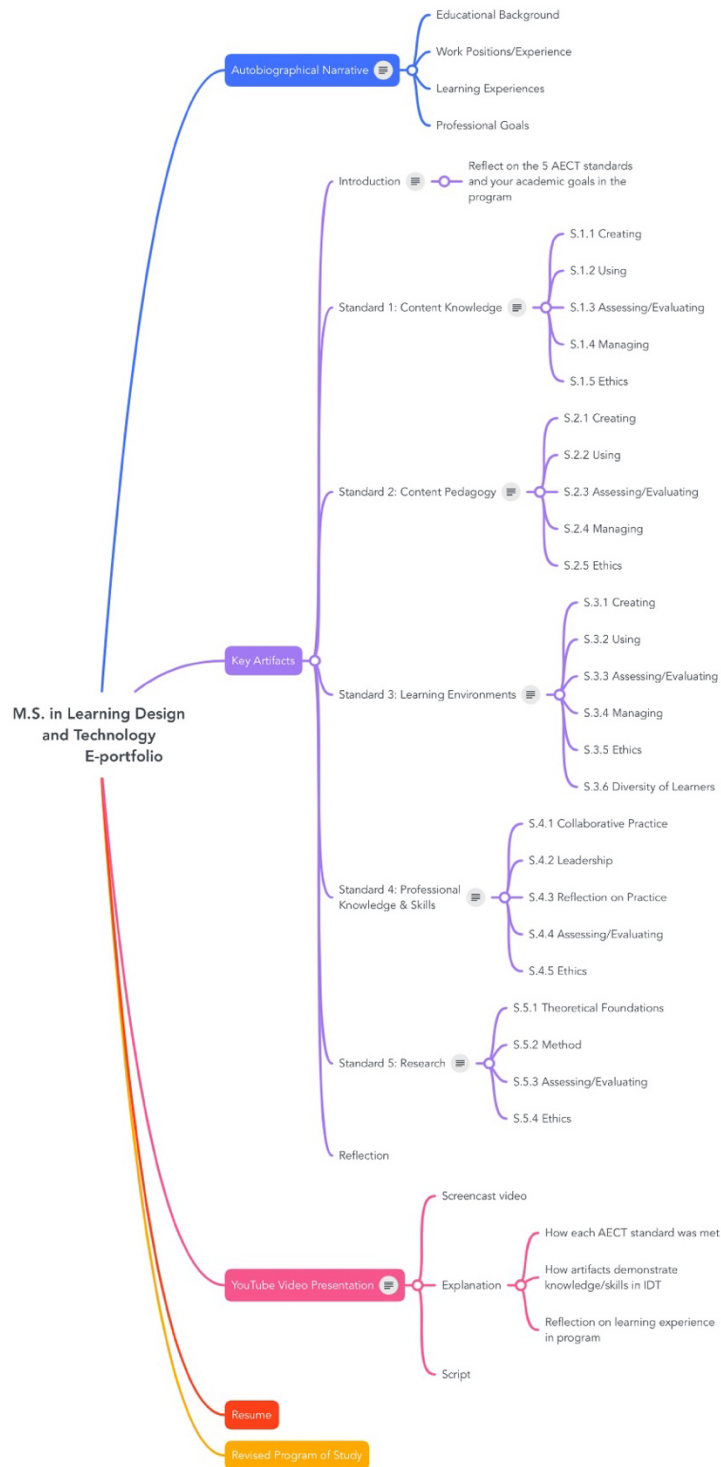
## Not Included

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The actual development of artifacts to be used is not included in this project.



## Organizational considerations:



## Communication Planning:

Goal	Types of Communication Needed	Participants Flow	Communication Tool	Frequency	Anticipated Challenges
<b>Kickoff Meeting</b> <b>Sprint Meetings</b> <b>Conclusion Meeting</b>	Team Meeting Review Project  Confirm objectives, goals, deliverables and address questions or concerns	Project Manager  Content Strategist  Designer	Face-to-face  In Person meeting or video conference	Every two weeks	Someone not present due to illness or personal issue.
<b>Development Meeting</b>	Collaboration, iterative design and content review	Designer  Content Strategist	Video Conference, Email or  Instant message	As needed during development and at the conclusion of the artifact identification in segment 3	Delayed response time
<b>Answer Development Questions</b>	Resolution of issues and questions during the website development process relating to design, function or usability	Designer  Project Manager  SME	Email or  Instant message	If necessary for clarification or support	Delayed response time



<b>Content Clarification Questions</b>	Resolve issues relating to the content's artifacts demonstrating mastery of AECT standards and/or 12 Competencies and Skills for Instructional Designers	Content Strategist Designer Project Manager SME Faculty Advisor	Email or Instant message	If necessary for clarification or support	Delayed response time
<b>Content Review</b>	Approval of the content meeting each of the required standards and competencies	Content Strategist Project Manager	Face-to-face In Person meeting or video conference	Following the completion of segment 3: Artifact identification and explanations	Errors or issues with the content demonstrating mastery of the standards
<b>Design Review</b>	Approval of the design, function and content in final website meet all product goals	Designer Project Manager	Face-to-face In Person meeting or video conference	Following the approval of content and prior to starting Segment 4: Video presentation	Delay with content review  Issues with design that delay completion
<b>Final Review</b>	Final review prior to submission to verify the website meets all objectives	Content Strategist Designer Project Manager	Face-to-face In Person meeting or video conference	Pre-scheduled once at the end of the process 11/15/2024	Discovery or previously overlooked errors or omissions that need to be addressed

## Resource Planning:

Core Team	Definition of Role	Level	Rationale
Project manager	Ensures development and delivery of project are meeting objectives, timelines, and requirements.	Senior level	The project manager ensures every aspect of the project is organized, delivered on time, executed within budget, and is of high-quality, meeting project objectives. The project manager is necessary to ensure the project execution is streamlined and successful.
Content strategist	Responsible for planning and developing content to ensure it aligns with standards, instructional design competencies, it is organized and engaging.	Intermediate	The content strategist is crucial to the project to ensure the content aligns with the objectives. They will analyze and measure the extent to which the content effectively demonstrates mastery.
Designer	Collaborates with SMEs, writes and designs content utilizing best practices for multimedia learners.	Intermediate level	The designer develops the flow and hierarchy of all content ensuring users can navigate the website easily and effectively. They ensure the tone, style and structure support the user experience and that the content is functional and supports the defined objectives. The designer's significance to the project is paramount.
SME Subject Matter Experts	Specialist in the process to serve in a collaborative role with the designer to ensure content is accurate and comprehensive.	Expert level	The SME's provide deep knowledge of the project and products within that support effectiveness of the project. They can provide specialized insights and perspectives to clarify complex subjects.
Faculty evaluator	Assesses product to ensure content demonstrates each of the AECT standards and instructional design competencies.	Expert level	The faculty evaluator can provide support or clarification during the development process and ultimately their role is necessary to validate the success of the project.

- **Supporting Resources–**

- Tool or Development Resources:**

- Software:

- WordPress - content management system
    - Adobe Cloud: Photoshop – for modifying images
    - Canva – for creating visuals
    - Webhosting provider and domain
    - AWS account to support posting Captivate course
    - YouTube video posting account
    - ScreenPal account for presentation
    - Stock images and stock graphics

- Hardware:

- Computer or laptop with access to cloud files and reliable internet connection
    - External backup storage device
    - Microphone

- **Team –**

- Project manager- Ensures development and delivery of project are meeting objectives, timelines, and requirements.
  - Content strategist - Responsible for planning and developing content to ensure it aligns with standards, instructional design competencies, it is organized and engaging.
  - Designer - Collaborates with SMEs, writes and designs content utilizing best practices for multimedia learners.
  - SME - Specialist in the process to serve in a collaborative role with the designer to ensure content is accurate and comprehensive.
  - Faculty evaluator - Assesses product to ensure content demonstrates each of the AECT standards and instructional design competencies.

- **specific parameters for your human resources**

- Work time is flexible between the hours of 7am – 7pm, Monday – Friday and weekends as necessary.
  - Work on this project must be completed in addition to the workload of two additional classes.
  - Available time includes weekends but is also inconsistent due to sporadic nature of other obligations.
  - Work should not occur Sunday mornings before 10am or Sunday after 1pm.
  - Overtime is an option due to the importance of the project.

## Electronic Portfolio Website for M.S. Learning Design & Technology Program

	Project Manager	Content Strategist	Designer	SME - Subject Matter Expert	Faculty Evaluator
Project Plan	R	A	C	C	I
Schedule	R	A	C	I	
Budget	R	A	C	I	
Key Milestones	R	I	A	C	
Design Content Shaping	C	R	A	I	C
Media Design Interactives	C	R	A	I	
Item Writing	I	I	R	C	
Item Review	I	R	A	A	
Audio Scripting/Recording	I	C	R	A	
Audio Script Review	I	C	A	R	
Video Recording	I	C	R	I	
Video Review	I	C	A	R	
Video Editing	I	C	R	I	
Testing	C	C	R	C	
Launch/Submission	R	I	I	I	I
Content Review/Sign Off	I	I	I	I	R

Key:

**R - Responsible**

**A - Accountable**

**C - Consulted**

**I- Informed**

**Project Manager** - Ensures development and delivery of project are meeting objectives, timelines and requirements.

**Content Strategist** - Responsible for planning and developing content to ensure it aligns with standards, instructional design competencies, it is organized and engaging.

**Designer** - Collaborates with SMEs, writes and designs content utilizing best practices for multimedia learners.

**SME- Subject Matter Expert** - Specialist in the process to serve in a collaborative role with the designer to ensure content is accurate and comprehensive.

**Faculty Evaluator** - Assesses product to ensure content demonstrates each of the AECT standards and instructional design competencies.

## Project Plan:

Key Performance Indicators	
Key Objectives Defined:	<ul style="list-style-type: none"> <li>• Demonstrate competencies developed through M.S. in Learning and Design Technology program</li> <li>• Display evidence of learning that is aligned with the AECT standards and the Competencies and Skills for Instructional Designers through projects, research, case studies and other examples of relevant work</li> <li>• Attract opportunities for internships or employment by showcasing my work</li> </ul>
Metrics Based Objectives:	<ul style="list-style-type: none"> <li>• Portfolio section visits – <i>this indicates how often particular sections are visited and can indicate what received the most attention</i></li> <li>• Time on page – <i>Longer duration indicates deeper engagement</i></li> <li>• Engagement and/or feedback received from instructors, peers or potential employers – <i>provides constructive feedback of work</i></li> <li>• Inquiries received through contact form</li> <li>• Resume downloads</li> <li>• Interview offers received</li> </ul>
Measurable Goals:	<ul style="list-style-type: none"> <li>• Average duration of time spent on website is 3 minutes or more</li> <li>• Feedback is received from at least two academic instructors within two months of launching the website</li> <li>• Response received from at least three potential employers within six months of launching the website</li> </ul>
Qualitative Feedback:	<ul style="list-style-type: none"> <li>• Feedback will be requested through a survey about the e-portfolio's ability to showcase my skills</li> </ul>

## Budget and Estimate:

### Estimation Analysis

Iteration	Stories	Story Points	Value Points	BFTB	Velocity
One	Key Artifact Introduction	3	20	6.67	83
	Revised Program of Study	3	20	6.67	
	Autobiographical Narrative	2	10	5.00	
	Up-to-date Resume	5	20	4.00	
Two	Key Artifact Standard AECT Standard One	21	50	2.38	213
	Key Artifact Standard AECT Standard Two	21	50	2.38	
	Key Artifact Standard AECT Standard Three	21	50	2.38	
Three	Key Artifact Standard AECT Standard Four	21	50	2.38	177
	Key Artifact Standard AECT Standard Five	21	50	2.38	
	Key Artifact Reflection	5	30	6.00	
Four	Website Development: Multimedia Creation	13	30	2.31	185
	Website Development: Interface Design	34	75	2.21	
	Website Development: Information Design & Architecture	13	20	1.54	
	Website Development: Scripting and Programming	55	80	1.45	
Five	Website Development: Graphic Design	8	10	1.25	153
	YouTube Video Presentation	13	25	1.92	
Six	Test and refine	34	50	1.47	122

### Breakdown of Stories (Tasks & Subtasks)

1. Autobiographical Narrative
  - Approximately 500 words in length
  - Work positions/experience
  - Learning experiences from the master's program; how the program helped me achieve professional goals
  - Career goals/objectives/vision for the future
  - Placed on home page of the e-portfolio website
2. Key Artifacts Introduction
  - Approximately 500 words in length
  - List key artifacts and description of each for the AECT standards



- Reflect on each of the standards and state how the e-portfolio demonstrates the AECT standards and my academic goals in the program

### 3. Key Artifacts AECT Standard One: Content Knowledge

- Select key artifacts (min3, max 5) that demonstrate the mastery of at least 3 sub-standards
- Each key artifact must appear in within the e-portfolio and be accessed through a clickable link
- Each key artifact must be accompanied by:
  - the target sub-standard and a summary explaining the semester and class the project was completed
  - the purpose of the artifact
  - the nature of the artifact
  - the design/development process of the artifact
  - how the artifact demonstrates the target sub-standard
  - the detailed skills and competencies learned from completing the artifact
  - declaration of effort, if group effort state role and part of project completed

### 4. Key Artifacts AECT Standard Two: Content Pedagogy

- Select key artifacts (min3, max 5) that demonstrate the mastery of at least 3 sub-standards
- Each key artifact must appear in within the e-portfolio and be accessed through a clickable link
- Each key artifact must be accompanied by:
  - the target sub-standard and a summary explaining the semester and class the project was completed
  - the purpose of the artifact
  - the nature of the artifact
  - the design/development process of the artifact
  - how the artifact demonstrates the target sub-standard
  - the detailed skills and competencies learned from completing the artifact
  - declaration of effort, if group effort state role and part of project completed

### 5. Key Artifacts AECT Standard Three: Learning Environments

- Select key artifacts (min3, max 5) that demonstrate the mastery of at least 3 sub-standards
- Each key artifact must appear in within the e-portfolio and be accessed through a clickable link
- Each key artifact must be accompanied by:
  - the target sub-standard and a summary explaining the semester and class the project was completed
  - the purpose of the artifact
  - the nature of the artifact

- the design/development process of the artifact
- how the artifact demonstrates the target sub-standard
- the detailed skills and competencies learned from completing the artifact
- declaration of effort, if group effort state role and part of project completed

#### 6. Key Artifacts AECT Standard Four: Professional Knowledge and Skills

- Select key artifacts (min3, max 5) that demonstrate the mastery of at least 3 sub-standards
- Each key artifact must appear in within the e-portfolio and be accessed through a clickable link
- Each key artifact must be accompanied by:
  - the target sub-standard and a summary explaining the semester and class the project was completed
  - the purpose of the artifact
  - the nature of the artifact
  - the design/development process of the artifact
  - how the artifact demonstrates the target sub-standard
  - the detailed skills and competencies learned from completing the artifact
  - declaration of effort, if group effort state role and part of project completed

#### 7. Key Artifacts AECT Standard Five: Research

- Select key artifacts (min3, max 5) that demonstrate the mastery of at least 3 sub-standards
- Each key artifact must appear in within the e-portfolio and be accessed through a clickable link
- Each key artifact must be accompanied by:
  - the target sub-standard and a summary explaining the semester and class the project was completed
  - the purpose of the artifact
  - the nature of the artifact
  - the design/development process of the artifact
  - how the artifact demonstrates the target sub-standard
  - the detailed skills and competencies learned from completing the artifact
  - declaration of effort, if group effort state role and part of project completed

#### 8. Key Artifacts Reflection

- Include reflective summary of e-portfolio experience including what I would do differently to meet the standards, and how my perspective on technology, learning and teaching has changed.

#### 9. YouTube Video Presentation

- Create script

- Presentation of e-portfolio using ScreenPal
- Upload to YouTube

10. Up-to-date Resume

11. Revised Program of Study

Verify semester/grade through OASIS

12. Website Development

- Information Design and Architecture
- Graphic Design
- Interface Design
- Scripting and Programming Development
- Multimedia Creation
  - **Home Page**
    - Autobiographical narrative
    - Resume
    - Program of Study
  - **Main Section** must contain links to Key Artifacts
    - Introduction
    - AECT Standard 1
    - AECT Standard 2
    - AECT Standard 3
    - AECT Standard 4
    - AECT Standard 5
    - Reflection
  - **YouTube Video Presentation**
    - Script Development
    - Video must be embedded on website (Do not provide a link)

# E-Portfolio Webpage

CREATED BY:  
Erin Grabowski

Template	Reports			Start From	Actions
Planning				16 Hours	\$1,050
Estimation and Budget				5 Hours	\$375
Project Manager				75 /Hour	4 Low
Project Planning and Scheduling				6 High	\$375
Project Manager				11 Hours	\$675
Project Manager				75 /Hour	4 Low
Content Strategy				6 High	\$375
Design				60 /Hour	2 Low
				3 High	\$150
				3 High	\$150
Design & Content Creation				163 Hours	\$7,920
Autobiographical Narrative				3 Hours	\$125
Design				50 /Hour	2 Low
Key Artifacts Introduction				3 High	\$125
Design				12 Hours	\$525
				50 /Hour	3 Low
				4 High	\$175
Key Artifacts Standard				24 Hours	\$1,195
Design				50 /Hour	21 Low
Content Strategy				25 High	\$1,150
				60 /Hour	0.5 Low
				1 High	\$45
Key Artifacts Standard				24 Hours	\$1,195
Design				50 /Hour	21 Low
Content Strategy				25 High	\$1,150
				60 /Hour	0.5 Low
				1 High	\$45
Key Artifacts Standard 1				24 Hours	\$1,195
Design				50 /Hour	21 Low
Content Strategy				25 High	\$1,150
				60 /Hour	0.5 Low
				1 High	\$45
Key Artifacts Standard				24 Hours	\$1,195
Design				50 /Hour	21 Low
Content Strategy				25 High	\$1,150
				60 /Hour	0.5 Low
				1 High	\$45
Key Artifacts Standard				24 Hours	\$1,195
Design				50 /Hour	21 Low
Content Strategy				25 High	\$1,150
				60 /Hour	0.5 Low
				1 High	\$45
Key Artifacts Reflection				6 Hours	\$275
Design				50 /Hour	5 Low
				6 High	\$275
Resume				6 Hours	\$275
Design				50 /Hour	5 Low
				6 High	\$275
Program of Study				3 Hours	\$125
Design				50 /Hour	2 Low
				3 High	\$125
YouTube Video Presentation				13 Hours	\$620
Design				50 /Hour	10 Low
Content Strategy				13 High	\$575
				60 /Hour	0.5 Low
				1 High	\$45
Web Development				135 Hours	\$6,675
Information Design and Architecture				17 Hours	\$850
Design				50 /Hour	13 Low
Content Strategy				15 High	\$700
				60 /Hour	2 Low
				3 High	\$150
Graphic Design				9 Hours	\$425
Design				50 /Hour	8 Low
				9 High	\$425
Interface Design				37 Hours	\$1,850
Design				50 /Hour	34 Low
				40 High	\$1,850
Scripting and Program Development				58 Hours	\$2,875
Design				50 /Hour	55 Low
				60 High	\$2,875
Multimedia Creation				14 Hours	\$675
Design				50 /Hour	13 Low
				14 High	\$675
Review & Editing				15 Hours	\$713
Test Flow and Layout				3 Hours	\$125
Design				50 /Hour	2 Low
				3 High	\$125
Proof Grammar and Graphics				3 Hours	\$125
Design				50 /Hour	2 Low
				3 High	\$125
Verification that Standards and Objectives have been met				6 Hours	\$275
Design				50 /Hour	2 Low
Content Strategy				3 High	\$125
				60 /Hour	2 Low
				3 High	\$150
Final Review/Launch Review				3 Hours	\$188
Project Manager				75 /Hour	2 Low
				3 High	\$188

# E-Portfolio Webpage

CREATED BY:  
Erin Grabowski

Template	Reports	Start From	Actions
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## Roles and Item Types Report

ROLE/ITEM:	ITEMS:	HOURS:	HOURS %	COST:	COST %
Designer	20	301	91%	\$14,700	90%
Project Manager	3	13	4%	\$938	6%
Content Strategist	9	15	5%	\$720	4%

## Top Level Sections Report

SECTION:	ITEMS:	HOURS:	HOURS %	COST:	COST %
Design & Content Creation	17	163	50%	\$7,920	48%
Web Development	6	135	41%	\$6,675	41%
Planning	4	16	5%	\$1,050	6%
Review & Editing	5	15	5%	\$713	4%

## Cost Type Report

COST TYPE:	ITEMS:	HOURS:	HOURS %	COST:	COST %
Hourly	32	329	100%	\$16,358	100%
Fixed	0	0	0%	\$0	0%
Percentages	0	0	0%	\$0	0%

LOW

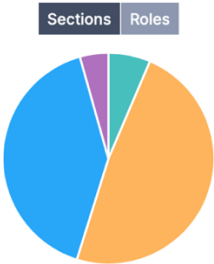
\$14,790

AVERAGE

\$16,358

HIGH

\$17,925



## **Schedule:**

- **Start Date:** September 9, 2024
- **End Date:** November 17, 2024
- **Key Milestone Dates:**

### **9/24/2024 - 9/29/2024 – Initial deliverables:**

- Autobiographical Narrative
- Resume
- Revised Program of Study
- Key artifacts Introduction

### **9/30/2024 - 10/13/2024 – Website Framework development:**

- site plan – interface design
- style guide – graphic design
- create draft website – information design and architecture

### **10/14/2024 - 10/27/2024 – Identify Key Artifacts and Write Explanations**

- Standard one – content knowledge
- Standard two – content pedagogy
- Standard three – learning environments
- Standard four – professional knowledge and skills
- Standard five - research
- Key artifacts reflection

### **10/28/2024 – 11/10/2024 – Video presentation**

- YouTube video presentation
- Test and refine

### **11/11/2024 – 11/17/2024 – Finalization**

- Final proof and edit
- Submit finalized project



## Scope Creep:

### CHANGE ORDER

PROJECT NAME			
LOCATION OF WORK			
PROJECT MANAGER			
CHANGE ORDER NO.			
PROJECT OWNER		JOB NAME	
DATE OF REQUEST		REQUESTING PARTY	

CHANGE REQUEST OVERVIEW	
DESCRIPTION OF CHANGE	
REASON FOR CHANGE	
SUPPORT & JUSTIFICATION DOCUMENTS	<i>List all attached documents which support the requested change and justify any increased cost and time.</i>
SPECIFICATIONS	

CHANGE IN CONTRACT PRICE		CHANGE IN CONTRACT TIMES	
ORIGINAL PRICE		ORIGINAL TIMES	
NET CHANGES OF PREVIOUS CHANGE ORDERS		NET CHANGES OF PREVIOUS CHANGE ORDERS IN DAYS	
NET INCREASE / DECREASE		NET INCREASE / DECREASE	
TOTAL CONTRACT PRICE WITH APPROVED CHANGES		TOTAL CONTRACT TIME WITH APPROVED CHANGES	

PROJECT MANAGER APPROVAL SIGNATURE		OWNER APPROVAL SIGNATURE	
PROJECT MANAGER NAME PRINTED		OWNER NAME PRINTED	
DATE		DATE	

This change order will support the management of scope creep with my website development project because it documents a structured and formal process of evaluation and approval for any modifications to the original project scope, timeline or budget. In any website development project, scope creep can occur when new features or design elements are added after the initial plan was established. By using the change order, both the client and the development team are clear on any new requirements and the impact they have on the project

deliverables, costs, and deadlines. The process ensures transparency, prevents misunderstandings, and keeps the project goals realistic. The document ensures all parties are accountable to the new guidelines which will help to avoid disputes and misunderstandings down the line and the signatures provide legal protections.

Potential disruptive technologies or forces that could impact the project focus:

- Shifting priorities can affect the development of the website development project. That includes everything from the design, the content itself to the architecture of the site.
- The skills gap or learning curve within the development team can disrupt the workflow and timeline.
- Budget constraints can alter plans and force rescoping the project or compromising quality.
- Communication misalignment between development team and stakeholders can disrupt project progress and development efficiency by delaying feedback or providing unclear instructions.

## Managing Challenges:

### Facilitation Plan

1. Define Purpose/objectives:
2. Identify indicators of success:
3. Audience Members (identify background, interest, and motivation considerations)
4. Choose Methods (brainstorming, games, etc.)
5. Plan Agenda
  - Topics:
  - Activities:
  - Timing:
  - Materials:
6. Organize facilitation team:
  - Lead facilitator
  - Technology Assistant
  - Note Taker
7. Plan Materials Needed

Time Needed	Development Focus/Topic	Key Points, Facilitator Notes	Participant Activities
3 minutes 9:00-9:03 (example)	Distribute Agenda	Have Tech asst. post visual of agenda on screen as meeting participant arrive (slide #1)	
		Summary/Closure	

## **8. Communication Plan:**

- Review established rules if necessary- one speaker at a time, pay attention to the individual speaking, be respectful of others and their ideas.
- Highlight most critical topics on plan to ensure they are satisfactorily addressed.
- Create specific visual and verbal prompts for interactions.
- Encourage open dialogue, and broad engagement, moderate if necessary.
- Suggestion: “let’s hear from someone who hasn’t spoken yet today” to shift from a dominant voice or just include others in the meeting.
- Use T chart and post-it notes to get individual questions, ideas, or feedback if necessary.
- Use plus/delta exit ticket to get independent closing feedback.

## **9. Review and Adjust:**

Based on situation, input, and reflection, what worked and what did not?

## Project Close:

# PROJECT CLOSURE

1

### COMPLETION

File Location: desktop/PersonalPortfolio

Focus Group: Verbally question 3-5 individuals (min. 2 SMEs):

- What are your first impressions?
- Does the website feel complete and polished?
- Was it easy to navigate the website? Why or Why not?
- Is the content clear and easy to understand?
- What are the website's strengths/weaknesses?



2

### TRANSFER DELIVERABLES TO CLIENT

Submit the link to the active website to the client. In this case, email the link to Dr. Sang by November 17, 2024..



3

### CONFIRM COMPLETION

Confirm project completion by requesting confirmation of submission through email.



4

### REVIEW DOCUMENTATION

Review all project documentation and contracts to ensure all obligations have been satisfied.



5

### CONDUCT POST-MORTEM

Did the project meet all objectives?

What went well?

Were there any budget overages?

Were there any communication problems?

What improvements could be made on future projects?



6

### ARCHIVE DOCUMENTATION

Archive documentation for later reference. Include notes to detail improvement opportunities for future projects.



## Summary:

The development of the portfolio website was designed to create a visually appealing platform to showcase a range of professional projects that demonstrate mastery of the AECT standards. While the website ultimately met its core goals, the project did face several challenges that impacted the timeline, and structure. There were unforeseen weather events that significantly and negatively impacted the plan's trajectory. Fortunately, because there was a predefined clarity of deliverables and a solid project roadmap these obstacles were navigable. There was also lack of early-stage site plans that led to several rounds of design revisions, delaying progress and contributing to misaligned expectations between the design and development. From a project management perspective, a key takeaway is the importance of thorough upfront planning. A refined project plan, including clear milestones, deliverables, and a prioritization of features, this forethought affords better management of resources and timelines down the line when the unexpected occurs.

Best practices for future projects include the use of agile project management techniques with iterative sprints to ensure continuous delivery and adaptability. Clear, structured communication between stakeholders, designers, and developers is all essential to avoid misalignment and the need to invest time to rework tasks or deliverables. Additionally, incorporating regular user feedback at various stages of design and development would improve product relevance and usability, while enhancing the overall user experience.



Another critical consideration for the shelf life of a portfolio website is the need for ongoing maintenance and updates. A website should be adaptable to new technologies and changing trends. To ensure the project's longevity and minimize the risk of it becoming outdated, it would be beneficial to integrate a maintenance plan into the initial project timeline. This plan should outline how frequently content should be updated. By addressing these considerations early, future portfolio website projects can achieve not only timely delivery but also a greater potential for ongoing success and relevance.

The successful completion of my e-portfolio website project was a result of careful planning, clear communication, and effective collaboration across all phases of development. The use of a hybrid agile methodology allowed for flexibility and iterative improvements, ensuring that the design and functionality met the needs of the project. Ultimately, the project was completed with a user-friendly, responsive website that effectively showcases my academic achievements, aligning with both personal and professional standards while setting a strong foundation for future updates and scalability.

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