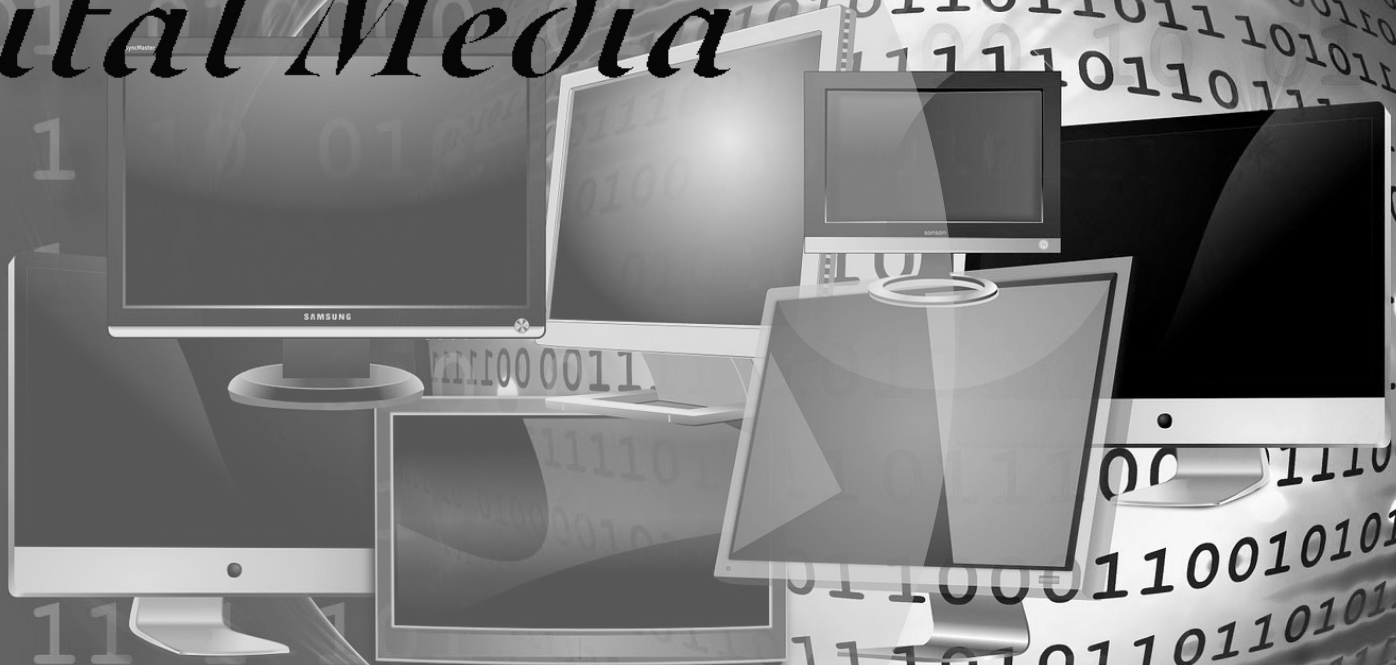




**ExplorNet's**

# *Digital Media*



Objective 202.01

Understand project management concepts used to create digital media.



# **PROJECT MANAGEMENT**

- Beginning a digital media project from scratch and carrying it through to its final completion takes a unified effort from all parties involved.
- Creating a Project Plan helps the process move forward quickly and efficiently. It helps the team avoid:
  - mistakes
  - arguments
  - tension within the team
  - wasted time.



# DESIGN DOCUMENTS

- Consistently uses design documents to guide the design and development process.
- Within the project plan, create a schedule with specific deliverables and due dates.

## Science Project Chronogram

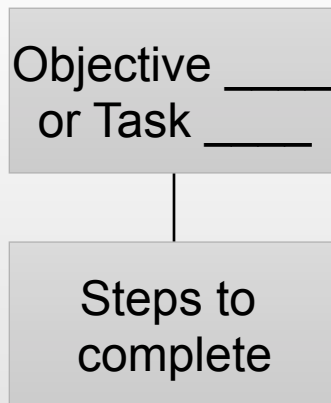
Name:  Grade:  Date:

Directions: The following check list is to serve as a guide so that you can know what the necessary steps are for completing your science project. You should determine dates that each step should be completed by so you can pace your work. Lastly, as you complete a step you should check it off.

<i>Due Date</i>	<i>STEPS</i>		<i>Date Completed</i>
<input type="text"/>	Step 01.	Choose a topic.	<input type="text"/>
<input type="text"/>	Step 02.	Bibliographic reference (at least 5 sources).	<input type="text"/>
<input type="text"/>	Step 02a.	Outline read material (at least 5 sources).	<input type="text"/>
<input type="text"/>	Step 03.	Formulate project (scientific problem and/or hypothesis).	<input type="text"/>

# DM **DESIGN DOCUMENTS**

- Consistently track your milestones in order to produce deliverables and meet deadlines.
- Assign roles when working in teams and define and prioritize tasks for you and all teammates.



Step 03c. Flow Chart.

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Grade: \_\_\_\_\_

Flowchart:

Objective # \_\_\_\_ or task # \_\_\_\_

↓

↓

↓

↓

Write  
Materials  
on the  
sides.



# **TIME MANAGEMENT**

- Review your project plan daily and give brief daily status reports within your team.
- Make sure to use contingency planning for any unforeseen delays and reprioritize and update the tasks and deliverables in your project plans when needed.
- Beware of Scope Creep
  - Incremental expansion of the project scope.
  - Introducing features not originally planned.
  - Delays project and adds cost.



# **PROFESSIONALISM**

- Punctuality
- Dressing well when interviewing peers and clients
- Promptly replying to peers and clients
- Listening to suggestions and working well in groups



# **COMMUNICATION**

- Respond to feedback and offer feedback.
- Decide which feedback improves the content and design of the project and incorporate this feedback into the redesign.
- When critiquing each other's work be sensitive to the feelings of others and use constructive comments and words.



# ***QUESTIONS TO CONSIDER***

- How do you think project management affects production?
- What are some results of poor project management?