



Learning Activity 11–14: Project Management Exercise

OBJECTIVE

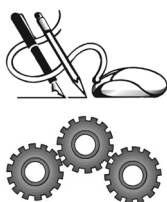
The objective of this learning activity is to

- ♦ generate a project management plan using a structured, step-by-step process.



MATERIALS

For this activity, you will need



- ♦ Training Instrument 12–11: Project Management Chart, one copy for each learner
- ♦ Tool 12–11: Project Management, one copy for each learner
- ♦ flipchart pages and markers
- ♦ masking tape for each group to post pages.



TIME

- ♦ 30 minutes

INSTRUCTIONS

1. Divide group into three teams.
2. Distribute copies of Training Instrument 12–11 and Tool 12–11.
3. Assign one scenario to each group.
4. Explain that they will now take this project from start to finish, using the flipchart pages to document each stage. For example, they will brainstorm on the steps of the project on one flipchart page. Then they will number those steps. On the next page, they will create a chart of responsibilities and deadlines. They will then add follow-up activities to their chart to evaluate the project. At the end of the 15 minutes, each group will have five minutes to present its plan to the

rest of the class. Everyone in the group is required to participate in the presentation.

5. After all the groups have presented, conduct a debriefing discussion with the class, using these questions.

DISCUSSION QUESTIONS FOR DEBRIEFING

- ♦ What were the most difficult parts of this exercise?
- ♦ What worked well in your group?
- ♦ How did the different deadlines affect your project management?
- ♦ What if you wanted to create a project plan in a virtual meeting? Any ideas how this process might be done online?