



Project Management Plan Workbook

A Tool Designed to Assist K-12 Educators in the
Implementation of Internet-based Projects



**Supplement to the Savvy Cyber Teacher™
Online Development Guide**

www.k12science.org/training/projectmgtv2

Developed by

Center for Improved Engineering and Science Education (CIESE)
Stevens Institute of Technology

Technology Management Project Management Plans

Step One: Complete the Technology Environment Profile below.

Technology Environment Profile	
Number of computers in your classroom:	
Number of computers in your classroom with Internet access:	
Type of Internet connection? (circle one)	Slow or Fast
Number of "mobile" computers (e.g. on carts) that are available:	
Number of "mobile" computers with Internet access:	
Type of Internet connection? (circle one)	Slow or Fast
If you have access to a computer lab with Internet access, indicate the number of computers that are available:	
Type of Internet connection? (circle one)	Slow or Fast
If you have access to a media center/library with Internet access, indicate the number of computers that are available:	
Type of Internet connection? (circle one)	Slow or Fast
Do you have Internet access at home? (circle one)	YES or NO

Additional Notes:

Step Two: Access the Technology Management portion of the Online Development Guide and review the sections that you feel need to be addressed prior to implementing the project you have selected. Your goal should be to identify a potential solution that will allow you to implement the project successfully given your particular technology environment. As you review each issue, fill out the corresponding section of the workbook below. Begin with the section that you feel is the most important in terms of implementing your project.

Instructional Management Project Management Plans

Step One: Review the "unique and compelling" project you have selected to implement in your classroom. As you review the project, complete the survey below by checking off either "yes" or "no" for each question.

<u>Learning Objectives</u>	YES	NO
Does the project clearly state the student learning objectives?		
Will you need to develop additional student learning objectives?		
<u>Standards and Proficiency Benchmarks</u>		
Does the project clearly state the necessary district or local standards that are addressed by it?		
Will you need to identify additional standards?		
Does the project state linkages to skills that are covered by local or state proficiency tests?		
<u>Assessment</u>		
Does the project provide assessment materials or suggestions on how to assess students?		
Will you need to develop or identify alternative assessment strategies?		
<u>Hands-on Activities</u>		
Does the project include hands-on activities for students to engage in?		
Will you want to identify additional hands-on activities?		
<u>Prerequisite Activities</u>		
Are there prerequisite skills that your students will need prior to engaging in the project?		
If yes, does the project provide activities to help students develop these skills?		
Will you need to develop additional prerequisite activities?		
<u>Cross-Curricula Activities</u>		
Does the project provide multidisciplinary connections to different subject areas?		
Do you need or want to develop additional multidisciplinary connections?		

	YES	NO
Project Materials		
Consider what materials you will need to implement the project. Will any be difficult to find or purchase?		
Student Materials		
Does the project provide student handouts and/or instructions?		
Will you need to develop any student materials on your own?		
People Resources		
Will you want or need to work with other teachers in your school?		
Do you want or need your students to assist in implementing the project (e.g. having them be technical assistants)?		
Does the project provide online experts with whom you can work?		
Do you need to identify additional online experts?		

Step Two: Review the survey that you just completed. The goal is to pinpoint instructional weaknesses in the project and then to identify potential resources and/or techniques which can be used to strengthen the project. Start by accessing the Project Management Plan Online Development Guide and reviewing, in order of their priority, the online content for the areas of weakness you have identified (e.g. standards and proficiency benchmarks). Then complete the corresponding section below and bookmark, using MURL, any online resources you find useful.

Learning Objectives

Note any weaknesses in this area, potential methods for improvement, and any outstanding questions, issues or challenges:

Did you bookmark any resources using Yahoo Bookmarks? YES NO

Yahoo Notes:

Cross-Curricula Activities

Note any weaknesses in this area, potential methods for improvement, and any outstanding questions, issues or challenges:

Did you bookmark any resources using Yahoo Bookmarks? YES NO

Yahoo Notes:

Project Materials

Note any weaknesses in this area, potential methods for improvement, and any outstanding questions, issues or challenges:

Did you bookmark any resources using Yahoo Bookmarks? YES NO

Yahoo Notes:

Student Materials

Note any weaknesses in this area, potential methods for improvement, and any outstanding questions, issues or challenges::

Did you bookmark any resources using Yahoo Bookmarks? YES NO

Yahoo Notes:

People Resources

Note any weaknesses in this area, potential methods for improvement, and any outstanding questions, issues or challenges:

Did you bookmark any resources using Yahoo Bookmarks? YES NO

Yahoo Notes:
