



2024-COS30049-Computing Technology
Innovation Project

Workshop Guide

Workshop 02

Introduction to Scope, Time and Communication Management

Objectives:

By the end of this workshop, students will be able to:

1. Understand and apply Scope Management and Time Management principles.
2. Create a Work Breakdown Structure (WBS) and a WBS Dictionary.
3. Develop a Gantt Chart for project scheduling.
4. Write effective Meeting Minutes.
5. Integrate these tools into a coherent project management strategy.

Part 1: Recap of the Lecture Content (15 minutes)

This recap will highlight the essential elements of the lecture and review the concepts you will need for future assignments. Please go through the lecture slides for each of the concepts listed below and discuss them in class.

A. **Scope Management:**

- Definition: Ensuring the project includes all the work required, and only the work required, to complete the project successfully.
- Key components: Project scope statement, work breakdown structure (WBS), scope baseline.

B. **Time Management:**

- Definition: Involves planning and controlling the amount of time spent on specific activities to increase effectiveness, efficiency, or productivity.
- Key components: Activity list, schedule network diagrams, Gantt charts.

C. **WBS (Work Breakdown Structure):**

- A hierarchical decomposition of the project into smaller components, A visual representation that breaks down the entire project into smaller, manageable parts.

- Helps in organising and defining the total scope of the project.

D. WBS Dictionary:

- A detailed description of each component in the WBS.
- Includes information such as work package descriptions, resource requirements, and cost estimates.

E. Gantt Chart:

- A visual representation of the project schedule.
- Shows start and finish dates of tasks, dependencies, and milestones.

F. Meeting Minutes:

- A written record of what was discussed and decided in a meeting.
- Includes date, time, attendees, agenda, discussion points, and action items.

Part 2: Understand the Project Requirements - Assignment 1 Overview (10 mins)

This assignment aims to develop a comprehensive project management plan and prototype design, analyzing the requirements of a machine learning innovation project. Please review the specifications for Assignment 1 and ask for clarifications if you have any questions.

<https://swinburne.instructure.com/courses/61567/assignments/631976>

Note: Students who haven't finalized their group can use this time to do so

Part 3: Read a Case Study (15 mins)

Following this, you will enter the group practice phase. Please gather with your teammates to collaboratively complete the case study in Part 3 and proceed with the activities from Parts 4 through 7.

Case Study: Organising a University Conference

Scenario:

You have been tasked with organising a university conference titled “Innovations in Technology.” The conference will feature keynote speakers, panel discussions, workshops, and networking sessions. It is scheduled to take place over two days in November. Your responsibilities include planning, coordinating, and executing the conference, ensuring all aspects are covered from logistics to marketing.

Project Requirements:

- Venue: Secure a suitable venue that can accommodate 200 attendees, with breakout rooms for workshops.
- Speakers: Confirm keynote speakers and panelists, and arrange their travel and accommodation.
- Workshops: Organize 4 workshops on different technology topics, each with a capacity of 50 participants.
- Marketing: Promote the conference through various channels to ensure maximum attendance.
- Registration: Set up an online registration system and manage attendee registrations.
- Logistics: Arrange catering, audio-visual equipment, and materials for the conference.

Part 4: Create a WBS with a WBS Dictionary (20 minutes)

Now it's time to create a WBS and WBS Dictionary. Please refer to the discussion we had **above** and draw according to the case study provided.

- Note: A WBS is a visual representation that breaks down the entire project into smaller, manageable parts. The WBS Dictionary provides detailed information about each component in the WBS.

Part 5: Develop a Gantt Chart (30 minutes)

Next, let's create a Gantt chart for the project outlined in the case study. Please discuss with your teammates and draw the chart based on the schedule provided in the case study.

Part 6: Meeting Minutes (15 minutes)

In this part, you will document the key points and decisions made during the meeting of today's discussion. Please ensure to capture the essential elements in the meeting minutes. After completing the minutes, review them with your team to ensure accuracy and completeness.

Part 7: Reflection (5 minutes)

- A. Discuss what was learned during the workshop.
- B. Address any questions or concerns from students.
- C. Highlight the importance of integrating WBS, Gantt Chart, and Meeting Minutes in project management.