

**MAKE IT
HAPPEN!**



Teacher Guide



Make It Happen! Teacher Guide

What is the **Make It Happen!** toolkit?

Project management can be a fantastic career choice with the potential to open up a variety of exciting roles across a much wider range of sectors than expected. Drawing on the knowledge of project professionals, the **Make It Happen! toolkit** offers students a taste of what it is like to plan and run their very own project.

Many young people are already used to project-based learning and are full to the brim with fantastic ideas. However, few know that they could access a career planning projects as diverse as sporting events and festivals, to large scale construction projects. That's why the **Association for Project Management (APM)** wants to educate 15- to 19-year-olds about their options, and attract a new generation of talent.

This **Make It Happen! Teacher Guide** outlines how you and your students can get the most out of the toolkit as well as the opportunities on offer from APM. Best of all, you can look forward to taking a backseat while your students run the show!

Make It Happen! competition

As part of **Make It Happen!** students have the opportunity to win a half-day mentoring session with relatable project management professionals. All they need to do is send a brief email to ourproject@apm.org.uk to register their ideas and request some help. Entries will be placed in a draw for a half-day mentoring session with APM members that will take their project to the next level.

What's in the toolkit?

The toolkit is a versatile set of resources that introduce students to the methodology behind project management in a clear and simple way. It has been designed to enable students to deliver the perfect project, whether it's a school prom, a school trip or the printing of a school yearbook.

The available resources include:

- **Make It Happen! Student Project Guide and templates**
- **Make It Happen! Teacher Guide**
- **Make It Happen! Launch Assembly PowerPoint presentation**
- **Make It Happen! APM Project Management Case Studies**

How to use the **Make It Happen!** toolkit in school

The **Make It Happen!** toolkit can be flexibly used to suit the time you have available and the students you are working with. You may wish to begin by delivering the **Make It Happen! Launch Assembly** to students and set them a project challenge – use the editable slides to excite your students about the project challenge and enable them to learn more about project management careers at the same time.

Here are a few suggestions for how you could use the toolkit with students:

- Hand over the running of a **whole school or college event** to students. Perhaps they could plan a social event, put on a show or run sports day?
- You could choose to make this a focus for **students in Y11 or Y13** who are planning their end of year event or year book
- Set up an **off-timetable Enterprise day** where students plan how to run their own event or get a business off the ground
- Use the toolkit over a longer period of time with **house or tutor groups** to plan an event that raises funds for charity, builds a community project or raises awareness of an important issue
- Support a **core team of student council members** to take the responsibility for running events with full autonomy – they could even plan a trip!
- Introduce the toolkit as part of **careers guidance** and encourage students to plan an event to bring project management to life



Using the student guide

The **Make It Happen! Student Project Guide** provides guidance and templates to take students through the four stages of project management:

1. **Concept phase:** Create a strong business plan
2. **Planning phase:** Scope, manage risk, create a schedule, allocate team resources, make a budget and plan publicity for an event
3. **Delivery/execution phase:** Manage, monitor and take control of the project and report on its progress
4. **Completion phase:** Take stock of what went well and areas for improvement with a post-project review

Students might also find the **Make It Happen! APM Project Management Case Studies** useful. The case studies share examples of real-life project managers, full of tips and advice to get your students excited about what a future in project management might hold.

Share and connect

Use the **#APMstories** hashtag to share your students' project planning, delivery and execution with the world - and APM members.

Taking the next steps in project management

If any of your students want to know about a career in project management, the APM can offer advice and guidance on qualifications and routes into the profession. You can find further information at:

apm.org.uk/qualifications-and-training/career/

About APM

The Association for Project Management (APM), the chartered body for the project profession, is committed to developing and promoting project and programme management. In 2017, APM was awarded a Royal Charter as part of its strategy to raise awareness and standards in the profession. The receipt of a Royal Charter marks a significant achievement in the evolution of project management.

APM has more than 24,000 individual members, and 500 organisations participating in the Corporate Partnership Programme, making it the largest professional body of its kind in Europe.

