



CIM 545: Managing Interactive Media Projects

Spring 2016 – Professor Jacqueline Stetson Pastore

Break Down

Week 3: January 27, 2016

Assignments Due Today

- Reading:
 - A Project Guide to UX Design (Unger)
 - Ch2 Choose Your Hats (pg30-42)
 - Ch3 Proposals for Consultants and Freelancers (pg49-66)
 - Ch4 Project Objectives and Approach (pg67-82)
 - Ch5 Business Requirements (pg83-100)
- Deliverable:
 - First draft of Project Plan up to Approach

Topics To Cover Today

- Concept Sketches
 - Functional Requirements / User Stories
 - Low Fidelity Sketches
- Project Plan
 - Project Deliverables (WBS)
 - Project Schedule (Gantt Chart)
 - Project Budget
 - Payment Schedule
- Break
- Present Project Plan Draft

Assignments For Next Class

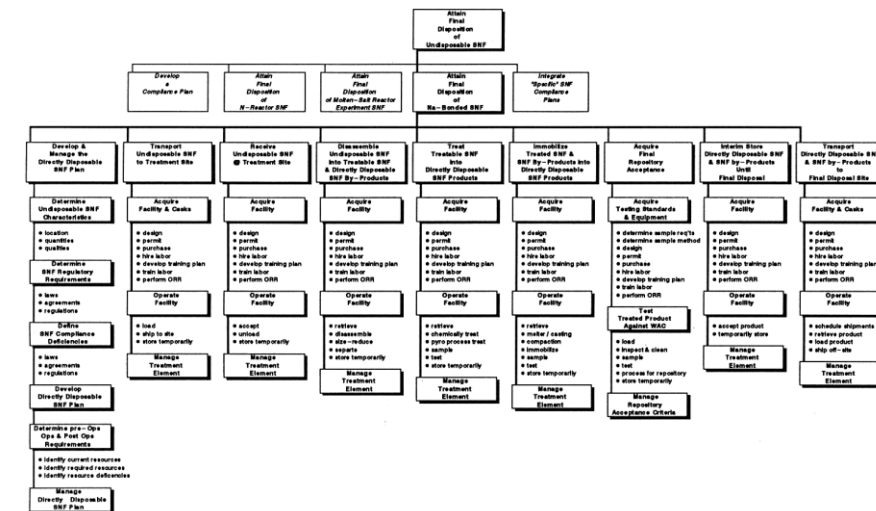
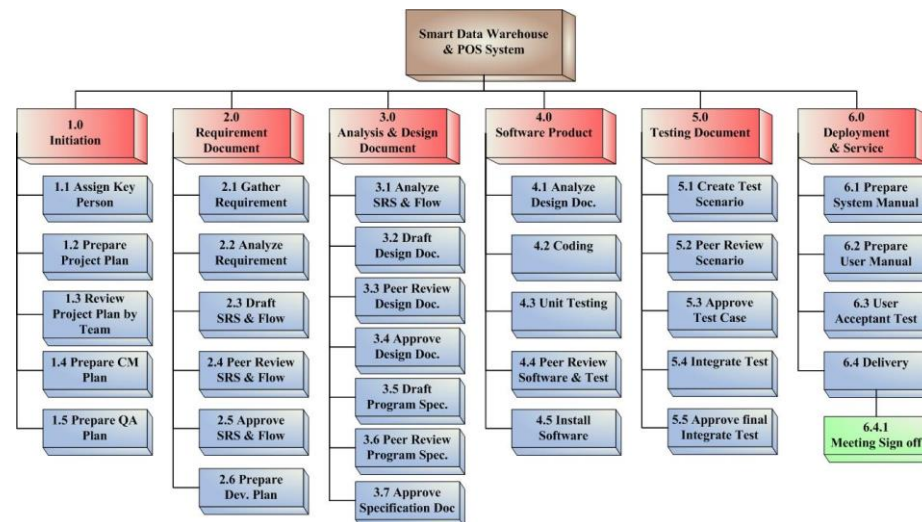
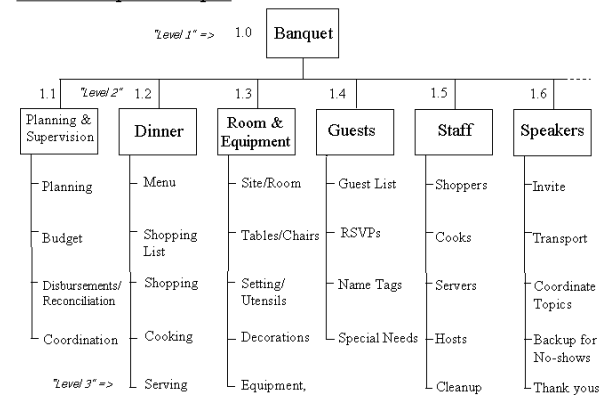
- Reading:
 - Finish whatever you didn't read last class
- Deliverable:
 - Add WBS, Gantt Chart, Budget, and Payment Schedule to Project Plan Draft
 - Present Concept Sketches

Breaking Down The Project

Work Breakdown Structure (WBS)

- Data visualization (tree diagram) of project scope
- Phases are listed horizontally with tasks and deliverables below each
- All work for the entire project has a number
- Tasks live in one and only one place
- Smallest block of work is 80 hours or less

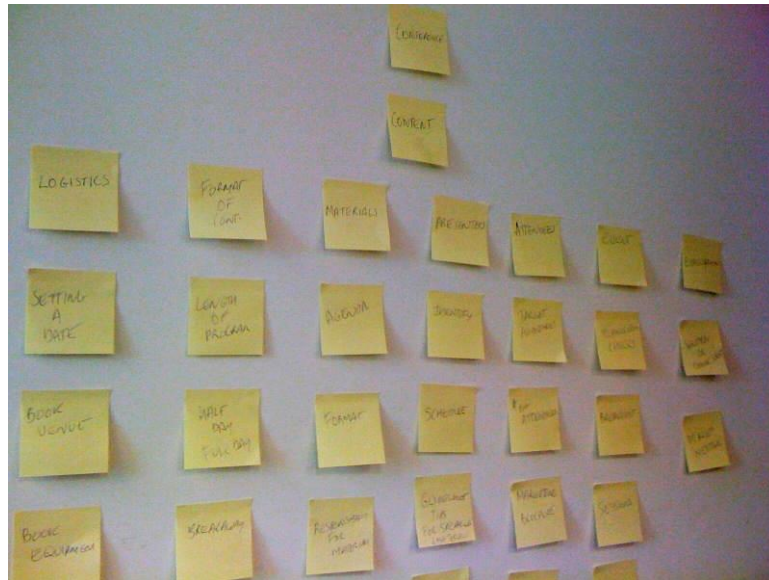
WBS Example - Banquet



How To Make WBS

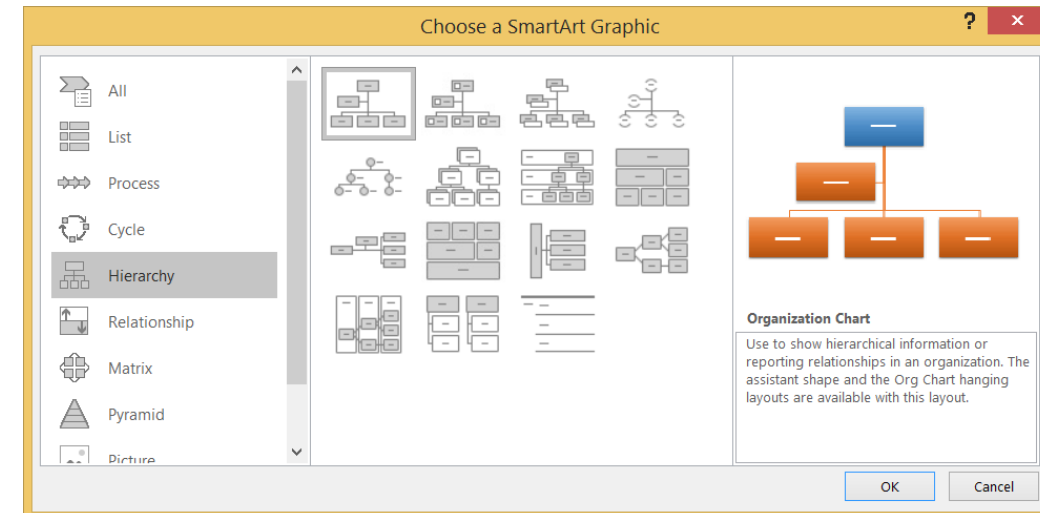
Sticky Notes:

- Write each phase, task, and deliverable on a sticky note.
- Keep adding and adjusting until everything is accounted for.

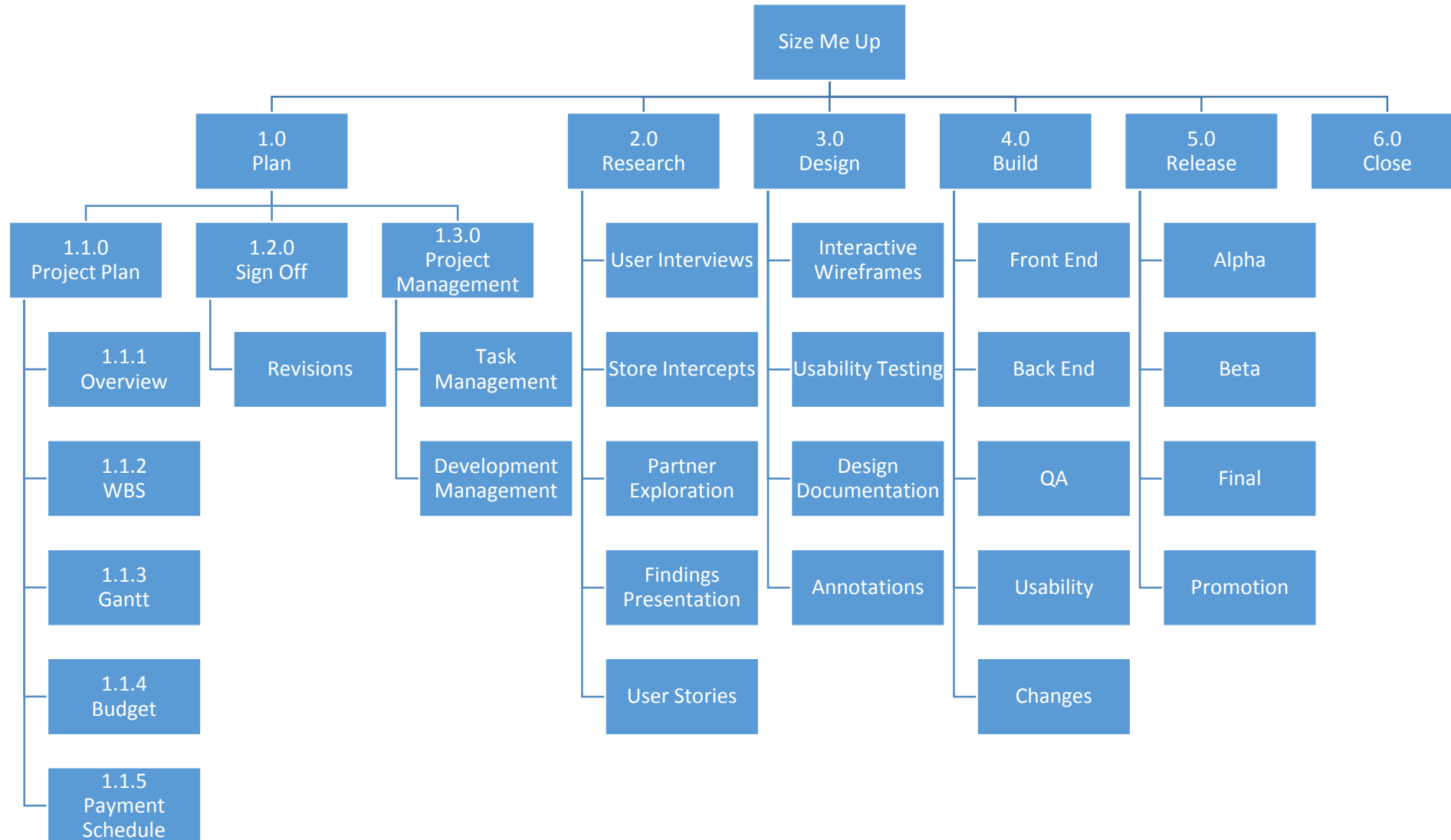


PowerPoint:

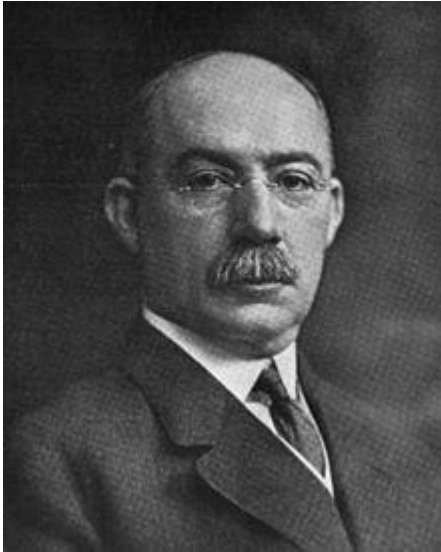
- Insert > SmartArt > Hierarchy
- Create the structure
- Add hierarchy numbers



WBS for Size Me Up

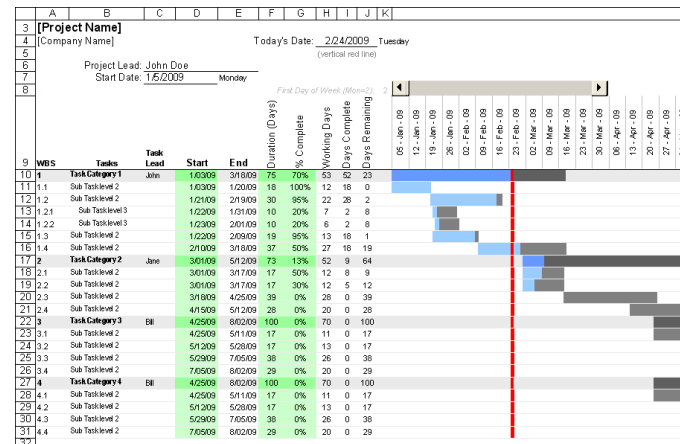
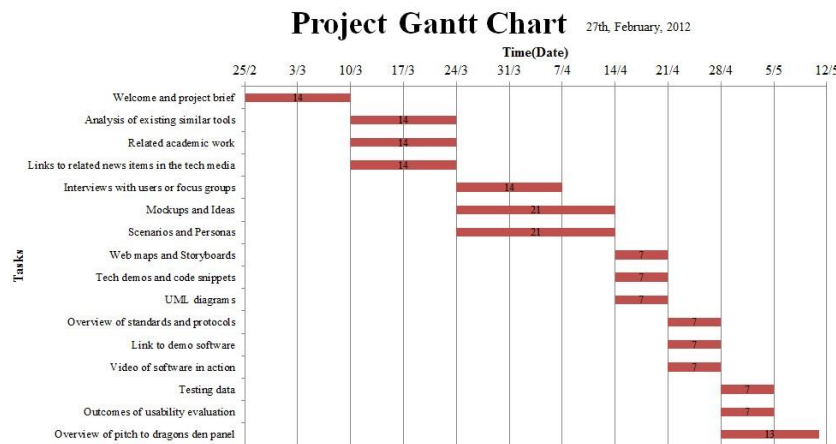


Gantt Chart



Henry Gantt

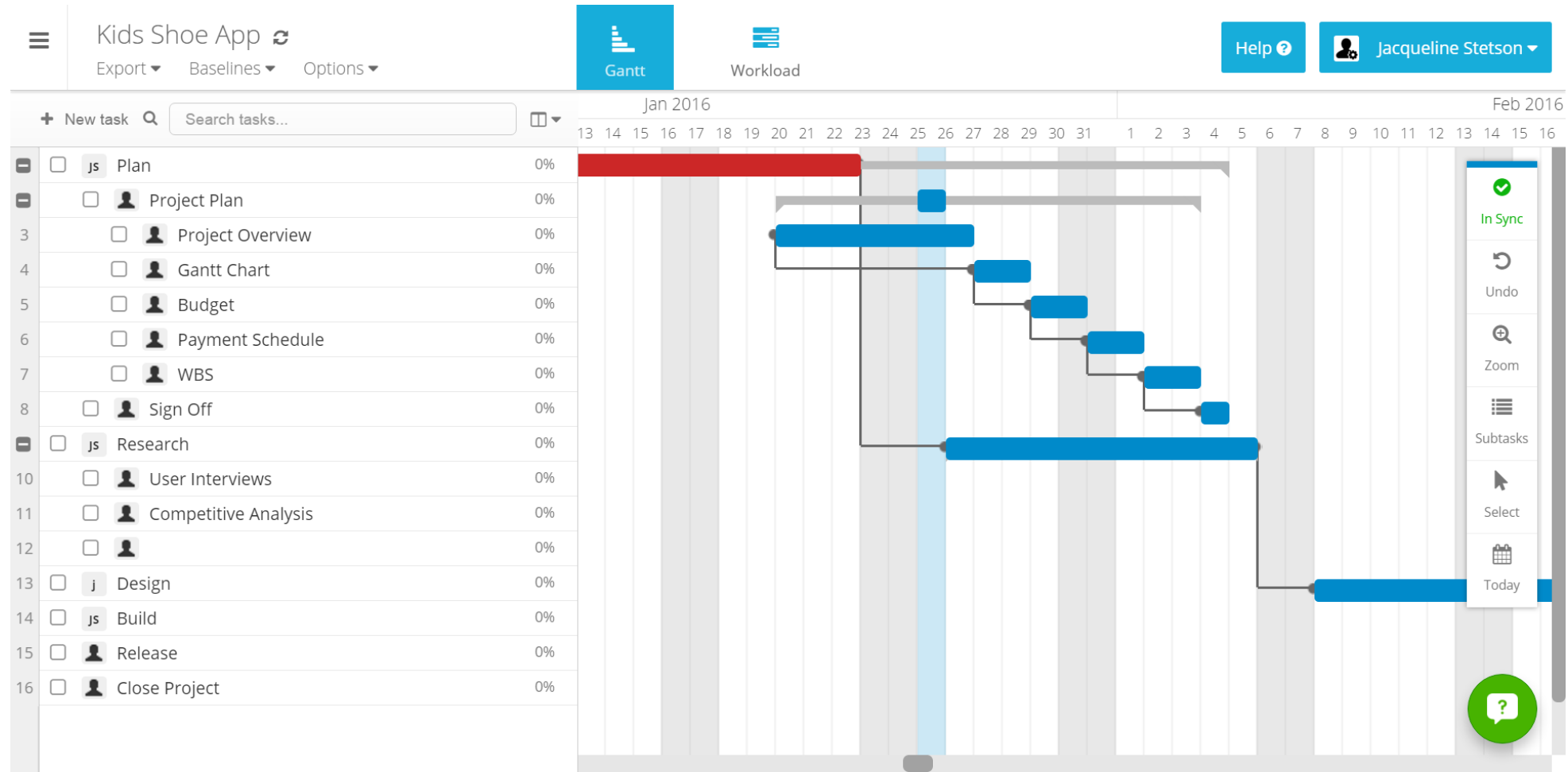
- Data visualization (bar chart timeline) of project tasks in relation to order and schedule.
- Estimate how long it takes to complete all tasks within a WBS.
- Enter start and end dates of tasks.
- Tasks can be dependent on previous task or run concurrent.
- Estimate vs Actual timelines
- “Today” vertical line



Task Name/Week	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Discussion with supervisor														
Research the project														
Writing proposal														
Abstract														
Introduction														
Problem statement														
Literature review														
Methodology														
Objectives														
Benefit/contribution														
Workplan														
Budget														
Conclusion														
Component survey														
Presentation preparation														
Proposal presentation														
Proposal submission														

Gantt Chart for Size Me Up

<http://instagantt.com/app/>



Project Budget

<https://docs.google.com/spreadsheets/d/1r4glbANluMlyO47Tkx8Dh7vBxuGcVEJxUu9-egBk5lM/edit#gid=41923264>

WBS#	Phase	Activity / Milestone	Task	Resource	Hours	Rate	# of Resources	Task Total
							Project Total	\$



Remember: software, hardware, subscriptions, hosting, participant costs, vendor fees, travel, ...
Mark down any assumptions regarding cost (we will use our own computers and mobile phones)

Payment Schedule

- Clearly state the agreed-to payment structure.
- Be flexible from client to client.
- Examples:
 - 50% at start of project, 50% at conclusion of project
 - 33.3% at beginning, middle, and end of project
 - Bi-weekly or monthly
 - ...

Questions?





**KEEP
CALM
IT'S
BREAK
TIME**

Present Project Plans

Email jstetson@uxrd.com to present it on projector