

Fall 2021 - IE 492 Term Project

Here is important information about the Term Project for this course.

THERE ARE NO INDIVIDUAL PROJECTS. ONLY TEAM PROJECTS!

Goal:

The Term Project goal is to apply the concepts learnt in class to a realistic situation. It is expected that each project team will demonstrate weekly progress on the term project by updating the collaboration documents and submitting required deliverables. The term project is also designed to give you exposure to team experience, where you get an opportunity to work in teams with your classmates from diverse backgrounds and career paths. Unlike in-person classes, the team collaboration is particularly challenging since most of the team members are virtual. However, each team should make the best effort to coordinate.

Project:

Each team must come up with a project idea that is close to a real-world project. Chapter 4-6 of Gido addresses some important points including clear project objectives. Along the same lines, each team should come up with a project title and project objective for the term project. I would recommend that the teams start this discussion in week 4 as you are preparing for the quiz.

Note that you do not have to perform the project this semester, but rather develop a detailed plan for it, list out assumptions, determine schedules, identify risks and issues etc. There will be several deliverables throughout the semester for the term project exercise. The select project should be detailed enough to allow teams to come up with at least 40 – 50 activities in the project and be able to establish relationships between them i.e., predecessors and successors.

Throughout the duration, we will focus on the key phases of project management, which include, project initiation, planning, and scheduling phases. We will touch on execution, monitoring, and closeout, but it is not expected for you to go through execution – closeout phases given the short time.

Also, as part of the project, and the project management section of the course, you will learn the fundamentals that will be a good foundation to prepare for the Project Management Professional (PMP) certification exam.

Deliverables:

There are three project deliverables due in this course. Each deliverable will have multiple sections covering key topics learnt in the project management section of this course. Following key project management assets will be covered in the three deliverables.

- Project Description
- Project Proposal
- Project Charter
- Work Breakdown Structure
- Network Activity Diagram
- Project Schedule
- Risk Register
- Project Issues Log
- Project Closeout Document

Note that these deliverables are expected during the semester, and not on the date when the final project is due. All deliverables will count towards the term project grade. Canvas will automatically deduct grades for late submission.

Final Report - Presentation:

In addition to the above deliverables there will be a final report and a presentation. The final report is in a word format and the final presentation is in a PowerPoint format. You can choose to have an audio narration to your presentation, or even a video for the PowerPoint. In recent years' projects teams have become more geographically dispersed, and therefore they must rely on the technology to effectively communicate both inside and outside of the team.

I will provide more information on the Final Report - Presentation later, but just so you know the report will be a summary of the project, and the presentation will address a specific situation which I will provide for each project as we get closer to the date.

Project Team:

It is expected that everyone in the team pulls their weight for this term project. Everyone must have skin in the game. Please feel free to reach out to me in case there are any issues. Also note, that we are going to have peer evaluations for this class, where your teammates will evaluate you at the end of the semester. If you do not contribute to the team, your overall grade will suffer. Also, note that the project carries a significant weight for this course. Please do not wait until the last minute to alert me of any issues within the team.

First Deliverable - October 3, 2021 Project Proposal

Every team should have a decision-making process in place to arrive at a decision. Therefore, as the first task on the term project, I would like each team member to propose a project idea to the rest of the team. I would then like each team to carefully vet each idea and arrive at an idea / proposal for the term project.

Therefore, the Project Proposal Deliverable should have following key sections:

1. **Project ideas:** This section should contain at least one idea from each team member. The team members name should be mentioned next to the idea and it should also contain a brief description of the project idea. I expect the teams to propose ideas and then arrive at the decision to select option#2 in the document if needed.
2. **Decisioning process:** This section should contain a description of the decision-making process on how the team finalized their idea for the team project.
3. **Selected Idea:** This section should describe the selected idea in more detail. It is likely that during the decision-making process, additional information was considered, which may have affected the original concept. If the team is selecting option#2 in this document, what other information / assumptions did the team consider for the selected project.
4. **Project objective:** A clear project objective must be included in this section. Please refer to the week 2 material for clear and defined project objective.
5. **Statement of Work:** Create a statement of work for the selected idea. Refer to the statement of work described in week #2 materials. In a nutshell the statement of work should describe the work that will be performed in the project to attain project objective.
6. **Assumptions:** State the assumptions team is making for this project.
7. **Type of contract:** Mention and describe the type of contract that would be associated with this project and why.
8. **Deliverables:** List the types of deliverables that are expected for this project. Please note that this is NOT the list of deliverables mentioned in the syllabus, but rather the deliverables that are required to fulfill the project obligations. Add a sentence or two on why the team is proposing a particular deliverable.
9. **Approval Section:** This section should include each team member's name and initials. The goal for this section is to demonstrate each team member's agreement to the contents of the deliverable.

Challenge: I challenge all teams to select an idea other than building a house or building or planning a wedding or event. Select something in your field so it can give you exposure and better understanding of projects in your specialization.

Please note that there is no page limit for this deliverable. Also, you are free to add other sections, graphics and other items as the team sees fit. But they must contain items 1 - 8 mentioned above. Finally, note that the quality is more important than the quantity. Therefore, do not focus on the number of pages. At the same time, please note that this deliverable cannot have 1 - 3 pages as it will take more to complete all above-mentioned sections.