

Part 1: Planning Document (Creative Artifact)

Creative Leadership & Problem Solving

Key Information

- This document has two purposes: Firstly, it provides the opportunity to practice creative leadership with an emphasis on activating intrinsic motivation and excitement for the collaboration. Secondly, it is a project management document which makes action items, responsibilities, and due dates explicit. Both aspects will help ensure everyone has an enjoyable experience and high levels of professionalism.
- This document is also a template. Collaboratively complete each section. Only one person is required to submit the document on behalf of the entire team.
- Please ensure everyone has read the full instructions for the Creative Artifact and forwarded any clarifying questions to the instructor prior to starting the Planning Document.
- This is complete/incomplete, low-stress assignment to help set you up for success for the creative artifact.
- This document should be completed collaboratively in-person or virtually. *Divide and conquer* will not work for this part of the assignment.

Contact Info

Team Member Name	Pronouns	Sheridan Email Address	Skills
Tyrese Fisher	HIM/he	fishetyr@sheridancollege.ca	Coding, Writer, Researcher

Format & Topic

Briefly explain the format you have topic and the creative format that you have chosen and why (150 – 200 words). See available options on the assignment outline. Other topics and formats can be chosen with prior instructor consultation.

Topic: History of Leadership Theories

Format: A website (approximately 750 - 1000 words total).

Explanation: I think its important to understand the history of something to understand why it needed to evolve and so that the mistakes of the past aren't repeated. There's no need to reinvent the while if you know for sure the solutions being used are the most effective right? That's the same idea here, understanding these theories will provide valuable inside to effective leadership practices and the situations those before me used it in. Another reason is that comparing historical practices with current practices will help develop my analytical skills.

One of the reasons I choose a website is because it aligned with me technical skills. I'm a cybersecurity student so things like HTML, CSS and other web applications languages are commonplace to me. Visual representation is another reason. It easy to incorporate graphics or whatever media I need to a website allowing me to not only write but at the same time customize the website as I go. References are simpler for a website too, I can directly reference the links on the site, from there they can be displayed on site or opened in another tab via the link.

Getting Motivated

In our unit on motivating creativity, we distinguished between intrinsic and extrinsic motivation. Intrinsic motivation describes completing a task simply because it is enjoyable, whereas extrinsic motivation describes completing a task to receive a reward or avoid punishment. Intrinsic motivation enhances creativity, whereas extrinsic motivation can sometimes kill creativity.

Group Motivations

What aspects of the Creative Artifact Project might the entire team find fun, enjoyable, and intrinsically rewarding? Please list a minimum of 10. (e.g. make new friends through a creative collaboration, create something to add to a personal portfolio, further hone skills, etc.)

1. Low stress means increased control per person over the work
2. Develop skills
3. Make an attractive insightful website
4. Being able to try new things on the fly
5. Challenging to have many projects in one semester
6. Low stress assignment means a better work environment
7. Add project to portfolio
8. Topic is an area of interest
9. A sense of accomplishment after the project submission
10. Spark creativity/set foundation for future website projects

What are some extrinsic, team goals for the project? Please list a minimum of 10. (e.g. Score an A or above so that we can all earn 100% in the course, use this as a piece to help achieve a job, etc.)

1. Pad my resume :)
2. Score an A
3. Meet the set deadlines
4. Completion of the course goes towards a minor in creativity

5. Boost my GPA
6. Possible publication
7. Instructor feedback
8. Friendly mental competition
9. Instructor recognition
10. Can be used to show my researching skills to employers (directly not only stated on the resume)

Imagine that it is the end of the semester: the team has submitted a highly creative, engaging artifact about creative leadership. What does this success feel or look like? (minimum 250 words)

For me the website will be a success if it has the following characteristics. It's visually appealing meaning the layout is clean and organized. The layout will allow the user to seamlessly navigate the site and follow the content without having to scroll up and down pages to the pieces together. The colors used on the webpage will complement one another and the text won't blend with the background regardless of the device light settings.

Rule #1 is K.I.S.S meaning Keep It Simple Stupid which I fully intend to by keeping the website content focused and minimalistic. No unnecessary page animations that delay the website's loading time, it will be responsive have simple navigation elements. Next page means next page and not an ad then the next page.

All the website features and elements will reflect the topic The History of Leadership Theories. There will be sections headings, references, bold and italic styling where necessary to convey the intended message properly to the reader. The sections will be broken up as into lengths that don't seem like a challenge to read, maybe one or two hesitations at most.

A focus on being user centric regarding the familiar designs patterns and fonts will also be a successful characteristic of the website. Following the same methodology of a standardized document e.g., MLA, IEEE, etc. the same will be used on each type of section or block of information to making it easy to differentiate what type of content is what.

Last but not least I'll try to make it as original as possible, I'll draw inspiration from like blogs to see how their content is layed out then apply the ideas to my own page.

In what ways might the team ensure they achieve the intrinsic rewards, extrinsic goals and ultimately success outlined above? Please list a minimum of 10. (e.g. schedule weekly check-in meetings where we spend 15-30 minutes reviewing progress and solving problems, communicate to others when things go wrong, etc.)

1. Weekly check ins
2. Track progress with apps
3. Add important dates to calender

4. Realistically adjust goals based on challenges encountered
5. Set clear objectives
6. Honestly evaluate website progress and schedule accordingly
7. Try to plan ahead
8. Manage time effectively
9. Prioritize tasks
10. Brainstorm a couple ideas per implementation then compare the pros and cons

Getting Organized

Actions List

Briefly review the assignment instructions for the Creative Artifact. Make a list of every task that will need to be completed while working on the project; add more tasks if necessary. Organize relevant tasks identified above into a project schedule that clearly outlines responsibilities and due dates and/or meeting teams. The first two items are examples; add more rows to the table as necessary. This is an example of a project management template. Feel free to amend to include additional information.

Task	Assigned to	Due Date and/or Meeting Time	Notes/Status
Planning Document meeting	Entire team	Meeting: July 14	
Submit the Planning Document	Chris	Due: July 15	
Research the Content	Tyrese	Due: July 21	
Plan the website layout around the content	Tyrese	Meeting: July 23	
Setup/code the site layout	Tyrese	Due: July 25	
Add the site content	Tyrese	Due: August 4	
Edit content and layout, checking references, links, titles	Tyrese	Due: August 6	
Grammer and spelling check revision	Tyrese	Due: August 7	
Submission	Tyrese	Due: August 12	