# Digital Media Project Management Course No. 31091 Credit: 1.0

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| **Student name:**  |  | **Graduation Date:** |  |

Pathways and CIP Codes:Digital Media (09.0702)

Course Description: **Application Level:** In addition to listed technical competencies Local Education Agencies are encouraged to develop Personalized Learning coursework representative of explicit objectives measured against specific target employment skills that are not available in other courses. These should be enumerated in addition to those listed below. Additional competencies may reflect the particular work environment, workplace experience and/or the essential skills addressed reflective of previous coursework.

Directions:The following competencies are required for full approval of this course. Check the appropriate number to indicate the level of competency reached for learner evaluation.

**RATING SCALE:**

4. Exemplary Achievement: Student possesses outstanding knowledge, skills or professional attitude.

3. Proficient Achievement:Student demonstrates good knowledge, skills or professional attitude. Requires limited supervision.

2. Limited Achievement:Student demonstrates fragmented knowledge, skills or professional attitude. Requires close supervision.

1. Inadequate Achievement:Student lacks knowledge, skills or professional attitude.

0. No Instruction/Training:Student has not received instruction or training in this area.

## Benchmark 1: Understand the Project Vision

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 1.1 | Understand the function and importance of tailoring for different projects |  |
| 1.2 | Define a typical project lifecycle |  |
| 1.3 | Understand the concept of scope and demonstrate in context of assessing the size of a project. |  |
| 1.4 | Clearly identify what is desired to be created. |  |
| 1.5 | Create a multi-step project by defining the opportunity statement. |  |
| 1.6 | Define the intended end result of the project; what will be created. |  |
| 1.7 | List the impact of this project; why it is important and worthwhile to create. |  |

## Benchmark 2: Develop plans for project management and resource scheduling for different resource types (Work, Material, Cost, Budget, Personnel/Skills, Generic, etc.)

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 2.1 | Identify the resources and details needed for the project: the project deliverables, project budget, project sponsor, project manager, scope, due date and project team members and, if desired, their roles. |  |
| 2.2 | Determine essential tasks necessary for project completion. |  |
| 2.3 | Create strategies to manage project budgets. |  |
| 2.4 | Explore appropriate technologies for project. |  |
| 2.5 | Identify the factors and assets that may impact the outcome of a project |  |
| 2.6 | Document project initiation phase in a project Charter or Project Initiation Document (PID). |  |
| 2.7 | Create and present a project management and resource scheduling plan. |  |

## Benchmark 3: Identify key personnel and responsibilities for project.

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 3.1 | Work as a team to plan steps to complete the project deliverables within the budget and due date. |  |
| 3.2 | Outline the scheduling and utilization of project resources |  |
| 3.3 | Documented through the development of a GANTT chart for the project complete with schedule, tasks, resource assignments and graphical timeline. |  |

## Benchmark 4: Determine required personnel groups and management hierarchy.

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 4.1 | Practice communication, negotiation and effective teamwork skills to create a synergistic result. |  |
| 4.2 | Identify techniques for developing a team, managing conflict, and resolving resource-related problems |  |

## Benchmark 5: Implement project management skills to design and complete a collaborative project.

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 5.1 | Demonstrate effective teamwork and interaction |  |
| 5.2 | Execute project deliverables |  |
| 5.3 | Understand the reasons for and approaches to adapting quality management in different project environments |  |

## Benchmark 6: Develop strategies for monitoring interconnected assignment and quality control.

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 6.1 | Check, verify and document adherence to quality standards as defined in the project deliverable specifications. |  |
| 6.2 | Learn various survey strategies to track project progress. |  |
| 6.3 | Analyze workload of tasks and projects. |  |
| 6.4 | Develop SWOT analysis [Strengths, Weaknesses, Opportunities, and Threats] for project. |  |
| 6.5 | Conduct team progress meetings and/or formal status updates to report adherence to the project plan. |  |
| 6.6 | Build survey analysis for customer satisfaction |  |
| 6.7 | Prepare a team Closure Report that reconciles budgetary results, provides an overview of the project and analyzes the effectiveness of the project management and resource scheduling processes through use of a tool such as a Plus (what went well that we would want to repeat) / Delta (what could have gone better that we would modify next time) Analysis. |  |

I certify that the student has received training in the areas indicated.

Instructor Signature:

For more information, contact:

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