Summer IPRO 339

Developing Tools to Improve Project Management & Teamwork in All Interprofessional Studies

Faculty Advisor: Daniel Ferguson
TEAM MEMBERS:

[FACULTY ADVISOR]

Daniel Ferguson  dmferguson@iit.edu
Carol DeBiak     debiak@iit.edu

PROJECT MANAGEMENT SUBTEAM]

Mohammad Mahmoud (subteam leader)  mahmmoh1@iit.edu
Axita Patel (team task recorder, member)  pateaxi@iit.edu
Anita Phetkhampou (member)  phetani@iit.edu
Noi Phonexayphova (team time collector, member)  phonsay@iit.edu

[TEAMWORK MANAGEMENT SUBTEAM]

Rachel Wasserman (subteam leader)  wassrac@iit.edu
Kelly Bergen (team minutes manager, member)  bergket@iit.edu
Joseph Chojnowski (member)  chojjos@iit.edu
Ksenia Koltun (member)  koltkse@iit.edu
Subteam Members:
Mohammad Mahmoud, Axita Patel, Anita Phetkhamphou, Noi Phonexayphova

Goal:
To improve project management in the Illinois Institute of Technology Interprofessional courses

Objectives:
Deliver tools that will help improve the three key components of project management (planning, organizing, and controlling) by developing training materials, studies guides, and on-line tools to be used in the Fall of 2006

Definition:
Project Management is the process of guiding your project from its beginning stage through its performance stage and through its closure stage.

Results to Date:
[Describe the results to date including progress made in achieving goals, tasks accomplished, analyses completed, data gathered and any other measurable results that the team has produced.]

Week 1 (June 5 – June 11)
- Team members participated in the IPRO Game Days into experience and collect data on possible project management items (06/09/06)
- Team members learn the Critical Path Method and the PERT Method in order to better understand organizing programs (06/09/06 – current)

Week 2 (June 12 – June 18)
- Team presented a powerpoint presentation to the faculty members on project management (06/13/06)
- Project management team began to look at previous IPRO project plans in order to analyze the problems that exist (06/15/06 – current)
- Team introduced to Microsoft Project Planner (06/15/06)

Week 3 (June 19 – June 25)
• Project management team presented the results of Spring 2006 project plans. The results are very bad, almost 80% – 90% of the IPROs do not follow the guidelines of creating a project plan or they do not know how (06/20/06)
• Class took the Learning Objectives Test (one of the few tools that has helped with project management in the recent years) (06/22/06)
• Project management team went into more dept on grading the Spring 2006 IPROs (06/20/06 – current)
• Project management team created a grading criteria for planning, organizing, and controlling aspects to be used in the Fall of 2006 as a grading guide (06/20/06 – current)
• Project management team is researching the best tools to use in order to make learning project management easier and more effective (06/22/06 – current)

Revised Task/ Scheduling:
[Describe the changes made to the schedule of tasks and events and include or attach a new timeline that shows major events and results that are scheduled.]

Project Management:

<table>
<thead>
<tr>
<th>June</th>
<th>July</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Week</td>
<td>1st Week</td>
</tr>
<tr>
<td>2nd</td>
<td>2nd</td>
</tr>
<tr>
<td>3rd</td>
<td>3rd</td>
</tr>
<tr>
<td>4th</td>
<td>4th</td>
</tr>
</tbody>
</table>

```
[Diagram showing tasks a, b, c, d, e]
```

a  Read the Example Project Plans, Generate Selection Criteria
b  Research the available tools, score on selection criteria, generate questions for
PM consultant

c  
  i  Ask PM Consultant questions of clarification
  ii Identify Best Tools in Each Category, look into options of integration for seamless workflow and brainstorm best practices

c-d  Submit Recommendations to Jacobius
d  Develop/Modify Tools for IIT use, generate teaching materials and documentation
e  Prepare IPRO Day Requirements [Abstract, Final Paper, Presentation, Project Plan, Poster, Team Minutes, Midterm Report]

Updated Assignments:
• Create grading criteria for planning, organizing, and controlling
• Grade Spring 2006 semester more diligently
• Learn MS Project Planner and teach it to the class
• Rewrite project management reports and guidelines on the IPRO webpage
• Rewrite/modify Learning Objectives Study Guides information on project management (if necessary)
• Prepare for progress reports on project management
• Midterm presentation for project management
• Research on CPM and PERT (Ghannt Chart) Methods
• Find tool selections criteria for project management
• Bring in a guest expert consultant
• Research and identity best tools for project management
• Brainstorm on best practices
• Finally, develop or modify tools to suit all IPRO teams

Individual Tasks:

Mohammad Mahmoud: agendas for Tuesdays, in charge of the controlling aspect of project management

Axita Patel: daily task keeper (keep group on track), in charge of the organizing aspects of project management

Anita Phetkhamphou: in charge of the planning aspects of project management

Noi Phonexayphova: timekeeper, midterm writer, in charge of the controlling aspect of project management
Barriers and Obstacles:

1) Time: Since this is a summer IPRO, the pace is twice as fast and strenuous
2) Cost: The final product is not yet known
3) Team: Towards the end, confusion will take place
4) Resources: Obtaining research material