



EMERGE

EMpowerING civic Engagement and participation

Capacity Building Training Programme

Lesson Plan | Module 4



Module Title:	Project Management
Module Learning Objectives	<p>This module aims to introduce the target group to Project Management by highlighting the phases of the process, giving them a heads-up on the current tools available, and helping them figure out how to boost their project management skills with practical, expert-led training.</p> <p>Upon completion of this module, learners should be able to:</p> <ul style="list-style-type: none"> ▪ Apply Project Management techniques to Project Management Process Groups and Knowledge Areas ▪ Understand the phases of a project ▪ Identify challenges and constraints in the effective communication of the Project Management team.
Module Duration	6.5 hours (385 Minutes)
Materials/Equipment	<ul style="list-style-type: none"> ▪ Training venue with IT equipment including laptop and projector ▪ A computer for the facilitator ▪ Internet connection ▪ Projector ▪ Flipchart and markers ▪ Sign-in sheet ▪ Electronic device (mobile or computer) for each learner (optional) ▪ A notebook and a pen for each learner
Resources/ References	<ul style="list-style-type: none"> ▪ Project Management Institute, (2021). A Guide to the Project Management Body of Knowledge (PMBOK Guide) -- Seventh Edition and The Standard for Project Management (PMBOK guide). ▪ Project Management Institute, (2017). Agile Practice Guide. ▪ Project Management Institute, (2017). A Guide to the Project Management Body of Knowledge (PMBOK Guide) -- Sixth Edition (PMBOK guide).
Unit 1	Project Management Introduction

	Learning Activities	Duration	Training methods	Materials	Handouts and Activity sheets
	<p>Introduction to the Module and Unit Describe the content and the aim of Module 4 and Unit 1</p>	5 min	<ul style="list-style-type: none"> ▪ Presentation 	<ul style="list-style-type: none"> ▪ Computer ▪ Internet Connection ▪ Projector 	PPT Presentation (PPT_Module 4_Unit 1)
	<p>The History and the Future of PM Briefly present learners to the history and the future of PM.</p>	5 min	<ul style="list-style-type: none"> ▪ Presentation 	<ul style="list-style-type: none"> ▪ Computer ▪ Internet Connection ▪ Projector 	PPT Presentation (PPT_Module 4_Unit 1)
	<p>Kahoot Quiz Invite learners to follow the Kahoot link in order to complete a short questionnaire on the importance of project management.</p>	10 min	<ul style="list-style-type: none"> ▪ Icebreaker ▪ Questionnaire 	<ul style="list-style-type: none"> ▪ Computer ▪ Internet Connection ▪ Projector ▪ Mobile Device 	PPT Presentation (PPT_Module 4_Unit 1)
	<p>Project Management Overview Go over the slides outlining the importance of project management, definitions, key methodologies, the project life cycle and some basic concepts</p>	20 min	<ul style="list-style-type: none"> ▪ Presentation 	<ul style="list-style-type: none"> ▪ Computer ▪ Internet Connection ▪ Projector 	PPT Presentation (PPT_Module 4_Unit 1)
	<p>Video Watch the video on “How Projects Really Work” and engage learners in a short discussion about what they learned from the video.</p>	10 min	<ul style="list-style-type: none"> ▪ Presentation ▪ Video 	<ul style="list-style-type: none"> ▪ Computer ▪ Internet Connection ▪ Projector 	PPT Presentation (PPT_Module 4_Unit 1)
	<p>The Iron Triangle Present the Iron Triangle to the learners and why it is essential.</p>	5 min	<ul style="list-style-type: none"> ▪ Presentation 	<ul style="list-style-type: none"> ▪ Computer 	PPT Presentation (PPT_Module 4_

				<ul style="list-style-type: none"> Internet Connection Projector 	Unit 1)
	<p>Quiz Complete the short Google Form quiz to review the material of Unit 1.</p>	5 min	<ul style="list-style-type: none"> Questionnaire 	<ul style="list-style-type: none"> Computer Internet Connection Projector Mobile Device 	PPT Presentation (PPT_Module 4_ Unit 1)
Unit 2	Project INITIATION				
	Learning Activities	Duration	Training methods	Materials	Handouts and Activity sheets
	<p>Introduction to Unit 2: Describe the content and the aim of Unit 2.</p>	5 min	<ul style="list-style-type: none"> Presentation 	<ul style="list-style-type: none"> Computer Internet Connection Projector 	PPT Presentation (PPT_Module 4_ Unit 2)
	<p>Project Management Processes and Charter Present to the learners the key project management process: initiation and the key aspects of a project charter</p>	10 min	<ul style="list-style-type: none"> Presentation 	<ul style="list-style-type: none"> Computer Internet Connection Projector 	PPT Presentation (PPT_Module 4_ Unit 2)
	<p>Case study <i>Steps</i></p> <ul style="list-style-type: none"> Invite learners to read aloud as a group the details of the case study 	15 min	<ul style="list-style-type: none"> Case Study Discussion 	<ul style="list-style-type: none"> Computer Internet Connection Projector Mobile Device 	PPT Presentation (PPT_Module 4_ Unit 2))

	<ul style="list-style-type: none"> Ask learners to share in small groups what would be the first questions they would ask if they were the responsible Project Manager. Share out as a big group 				
	<p>Activity 1: Develop ID Stakeholder Register in Groups of 3-5</p> <p><i>Steps</i></p> <ul style="list-style-type: none"> Divide learners into groups of three. Ask learners to utilize the case study and to identify the relevant stakeholders. Choose a person in the group to write them down. Share out as a big group 	15 min	<ul style="list-style-type: none"> Group work Case Study 	<ul style="list-style-type: none"> Computer Internet Connection Projector Mobile Device Pen & Paper 	PPT Presentation (PPT_Module 4_Unit 2)
	<p>Activity 2: Develop Project Charter in Groups of 3-5</p> <p><i>Steps</i></p> <ul style="list-style-type: none"> Instruct learners to stay in their same groups Refer back to the slide titled “INITIATION-Project Charter” and to jot down 1-2 points from each section. Choose a person in the group to write them down. Then share out in a big group 	15 min	<ul style="list-style-type: none"> Group work Case Study 	<ul style="list-style-type: none"> Computer Internet Connection Projector Mobile Device Pen & Paper 	PPT Presentation (PPT_Module 4_Unit 2)
	<p>Reflection</p> <ul style="list-style-type: none"> Ask learners to discuss in groups the following question ‘What are the elements to a successful project initiation?’ Then go over the final side. 	10 min	<ul style="list-style-type: none"> Reflection Discussion Presentation 	<ul style="list-style-type: none"> Computer Internet Connection Projector 	PPT Presentation (PPT_Module 4_Unit 2)
Unit 3	Project PLANNING				

	Learning Activities	Duration	Training methods	Materials	Handouts and Activity sheets
	<p>Introduction to Unit 3: Describe the content and the aim of Unit 3</p>	5 min	<ul style="list-style-type: none"> ▪ Presentation 	<ul style="list-style-type: none"> ▪ Computer ▪ Internet Connection ▪ Projector 	PPT Presentation (PPT_Module 4_ Unit 3)
	<p>Project Planning Part 1</p> <ul style="list-style-type: none"> ▪ Introduce learners to the baseline of project planning. ▪ Explain to the learners what the Project Plan Requirements and introduce them to their collection methods. ▪ Familiarise learners with the Work Breakdown Structure 	15 min	<ul style="list-style-type: none"> ▪ Presentation 	<ul style="list-style-type: none"> ▪ Computer ▪ Internet connection ▪ Projector 	PPT Presentation (PPT_Module 4_ Unit 3)
	<p>Activity 1. Develop WBS <i>Steps</i></p> <ul style="list-style-type: none"> ▪ Ask learners to get into groups of 3-4 ▪ Invite groups to recall the case study from the previous Unit. ▪ To expedite the process you may print out the case study in advance (Slide 12 & 13). ▪ Groups should when develop WBS for the case study. 	30 min	<ul style="list-style-type: none"> ▪ Group work ▪ Discussion ▪ Case Study 	<ul style="list-style-type: none"> ▪ Computer ▪ Internet Connection ▪ Projector ▪ Mobile Device ▪ Pen & Paper ▪ Printout (Optional) 	PPT Presentation (PPT_Module 4_ Unit 3)
	<p>Project Planning Part 2</p> <ul style="list-style-type: none"> ▪ Present a set of tools and techniques that ought to be utilized in achieving accurate estimates. ▪ Present to the learners the concept of quality and explore one case study example. 	35 min	<ul style="list-style-type: none"> ▪ Presentation 	<ul style="list-style-type: none"> ▪ Computer ▪ Internet connection ▪ Projector 	PPT Presentation (PPT_Module 4_ Unit 3)

	<ul style="list-style-type: none"> Introduce learners to key budgetary considerations and the difference between hard and soft budget. Explain to the learners the significance of stakeholder management and introduce them to the stakeholder assessment matrix. Introduce learners to considerations when planning for project risks Ask learners whether they are familiar with the procedure for project risks. Show them the diagram as a reference point. 				
	<p>Activity 2. Identify Risks</p> <p><i>Steps</i></p> <ul style="list-style-type: none"> Ask learners to get into groups of 3-4 Invite groups to recall the case study from the previous Unit. To expedite the process you may print out the case study in advance (Slide 12 & 13). Groups should identify potential risks in this project. When all groups are done they can share out their findings as a big group. 	30 min	<ul style="list-style-type: none"> Group work Discussion Case Study 	<ul style="list-style-type: none"> Computer Internet Connection Projector Mobile Device Pen & Paper Printout (Optional) 	PPT Presentation (PPT_Module 4_Unit 3)
Unit 4	Project EXECUTING				
	Learning Activities	Duration	Training methods	Materials	Handouts and Activity sheets
	Execution and Control:	10 min	<ul style="list-style-type: none"> Presentation 	<ul style="list-style-type: none"> Computer 	PPT Presentation

	<ul style="list-style-type: none"> Present learners with the key project scheduling and control techniques. Familiarize learners with the processes of tracking, change control and communication. 			<ul style="list-style-type: none"> Internet connection Projector 	(PPT_Module 4_ Unit 4)
	<p>Worksheet: Activity 1</p> <p><i>Steps</i></p> <ul style="list-style-type: none"> Ask learners to get into groups of 3-4 and hand out the Worksheet Invite groups to recall the case study from the previous Unit. To expedite the process you may print out the case study in advance (Slide 10 & 11). Ask groups to create a to do list that best supports time management of the project utilizing the prioritization template. 	15 min	<ul style="list-style-type: none"> Worksheet Group Work Case Study 	<ul style="list-style-type: none"> Computer Internet Connection Projector Handout 	Worksheet 1 (Module 4_ Worksheet 1_Unit 4)
	<p>Worksheet: Activity 2</p> <p><i>Steps</i></p> <ul style="list-style-type: none"> Ask learners to get into groups of 3-4 and hand out the Worksheet Invite groups to recall the case study from the previous Unit. Groups should take some time to review the material in the worksheet. The groups should then discuss what strategies/approaches can be incorporated to better 	15 min	<ul style="list-style-type: none"> Worksheet Group Work Case Study 	<ul style="list-style-type: none"> Computer Internet Connection Projector Handout 	Worksheet 1 (Module 4_ Worksheet 1_Unit 4)

	address effective communication with project stakeholders?				
	<p>Software: Activity 3</p> <p><i>Steps</i></p> <ul style="list-style-type: none"> Before training, facilitator should ensure to download the free version of Project Libre software and become familiar with its main functions and functions they feel would be useful for learners. Using the facilitators computer/screen, give a short tour of the software and answer any questions you are able to. 	15 min	<ul style="list-style-type: none"> Demonstration Presentation 	<ul style="list-style-type: none"> Computer Internet Connection Projector Software 	PPT Presentation (PPT_Module 4_Unit 4)
	<p>Effective Meetings</p> <p><i>Steps</i></p> <ul style="list-style-type: none"> Invite learners to discuss in an open groups and share any techniques they themselves have used in order to run effective meetings. Go through the rest of the slides on running effective meetings. 	15 min	<ul style="list-style-type: none"> Reflection Discussion Team Work 	<ul style="list-style-type: none"> Computer Internet Connection Projector 	PPT Presentation (PPT_Module 4_Unit 4)
Unit 5	Project CLOSURE				
	Learning Activities	Duration	Training methods	Materials	Handouts and Activity sheets
	<p>Project Close Technique</p> <p>Introduce learners to the key project closing steps, techniques and considerations.</p>	10 min	<ul style="list-style-type: none"> Presentation 	<ul style="list-style-type: none"> Computer Internet Connection Projector 	PPT Presentation (PPT_Module 4_Unit 5)
	Activity 1. Metrics: Baseline vs Actuals (variance)	20 min	<ul style="list-style-type: none"> Reflection 	<ul style="list-style-type: none"> Computer 	PPT Presentation

	<p><i>Steps</i></p> <ul style="list-style-type: none"> ▪ Ask learners to get into groups of 3-4 and hand out the Worksheet ▪ Invite groups to recall the case study from the previous Unit ▪ During this activity learners will delve into defining and understanding benchmark and actual variances. ▪ Groups should work on defining and discussing the benchmark and actual variances encountered in the case study. They should also consider that the variances were timeframe and quality related. 		<ul style="list-style-type: none"> ▪ Discussion ▪ Team Work 	<ul style="list-style-type: none"> ▪ Internet Connection ▪ Projector 	(PPT_Module 4_Unit 5)
	<p>What kind of PM do you want to be?</p> <p><i>Steps</i></p> <ul style="list-style-type: none"> ▪ Watch the two videos with the learners showcasing two different styles of conducting. ▪ Engage learners in a discussion on what they thought the differences between the two styles of conducting and how that could relate to project management. 	20 min	<ul style="list-style-type: none"> ▪ Reflection ▪ Discussion ▪ Team Work 	<ul style="list-style-type: none"> ▪ Computer ▪ Internet Connection ▪ Projector 	PPT Presentation (PPT_Module 4_Unit 5)
Module Assessment					
Assessment Duration: 20 minutes					



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