

Lesson Plan

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Cisco

Competencies: Time Management

Lesson Title: Program Management

Objective: Understanding the impact on time management and meeting deadlines.

Tools and equipment: Copy a school calendar and indicate all holidays and vacations.

Materials: Pencil and paper-or an electronic program with meeting and calendar capabilities, for example, Outlook.

Method:

Preparation: Give students due dates and any other benchmarks for the project.

Introduction to the project and time management.

Presentation

Activity: Write on calendars. Create teams, meet with team. Appoint a Program Manager, determine any other due dates, or benchmarks to meet as a group. Schedule meetings.

Application: This lesson is presented in conjunction with the Cisco Threaded Case Study that is introduced in the third quarter of the curriculum. Communication, what is needed for the meetings, where will you meet, will all the Program Managers need to meet together? What are some consequences in the business world if you can't meet your deadline? How does changing meetings affect others? Is your emergency, their emergency?

Evaluation: Did you meet your deadline?