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Program: Business Technology

Course: Cisco Academy Semester 4

Course Competencies: Addition to the Threaded Case Study

Lesson Title: Project Map

Objective: Understand the relationship between a theoretical project and the time line to accomplish it.

Tools and equipment:

Computer with Microsoft Word and Excel or Microsoft Project (if available)

Materials:

Sample project map

Teaching aids:

LCD projector to show examples

References:

Cisco Academy Curriculum

METHOD:

I. PREPARATION

Begin the lesson by discussing the previous information on projects and the possible considerations when an employer asks you to do something. Include the pyramid of project planning considerations (i.e. Customer Request, Time, Budget) as well as guidelines for impressing employers during presentations.

II. PRESENTATION

Activity:

The students will be given a scenario and a map of the design the customer requests. Their job is to come up with a plan that allows for all the customer needs to be met using the time frame allowed and without spending too much money.

The students will be instructed to follow a template in Microsoft Excel and turn in their best guess for feedback.

Application:

Students will have the opportunity to work in pairs and will spend a day of class researching what should happen first. They will then develop a time line that sounds logical with little teacher input.

The second day, the pairs will revise their plan based on some new information and some new changes to the scenario.

The third day will consist of a work day to polish the presentation.

The fourth day will be the client meeting. The groups will be asked to present their plan to the customer (teacher) and give a reasoning for each event. The emphasis is on presentation and professional appearance. Business Attire is recommended.

Evaluation:

The teacher will be in contact with each team and give feedback on their approach, allow them to change as needed before the final presentation.

The day of the presentation the teacher will fill out an evaluation and decide if the student should be awarded the contract based on both the proposal and the presentation.

