



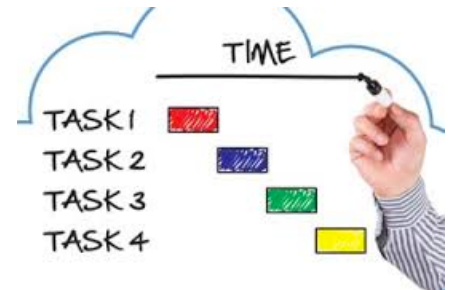
# Culminating Task (ISU): Project Management Plan

## Overview:

Congratulations, you have been hired as the project manager for the “Summer Leadership Program” at Rosedale Academy. The Summer Leadership Program is a summer camp for students (ages 8-12) that teaches them leadership strategies and skills. The camp is one week long, but Rosedale Academy runs four consecutive camps throughout the month of August. You have been hired to manage the camp for four weeks in August 2015. Obviously, months of planning have to go into this project, so you have been hired today, January 15<sup>th</sup>, 2015.

Your first major task is to complete this assignment by creating a project management plan. The director of Rosedale Academy is expecting a detailed management plan that must (at the very least) include: an executive summary, a planning report, an organizing report, a directing/leading report, a controlling report, a staffing report, and an implementation report.

When you have completed your written report, you will sit down with the Rosedale Academy director (your Rosedale teacher) for a preliminary meeting where you will present your report and answer any questions that your boss has.



## Learning Goals:

- To assess the role of management within an organization.
- To demonstrate the appropriate communication techniques related to business management.
- To apply an understanding of human behaviour to explain how individuals and groups function in the workplace.
- To demonstrate an understanding of group dynamics.
- To demonstrate an understanding of proper leadership techniques in a variety of situations.
- To demonstrate an understanding of the communication process within the workplace.
- To evaluate strategies used by leaders to manage stress and conflict.
- To compare theories of how to motivated individuals and teams in a productive work environment.
- To analyze the importance of planning to the success of an organization.
- To demonstrate an understanding of appropriate planning tools and techniques.
- To analyse how companies respond to internal and external pressures for change.
- To assess the importance of control in management.
- To demonstrate an understanding of various organizational structures.
- To evaluate the role of human resources within an organization.

## Success Criteria:

- I can accurately answer all the questions provided in the assignment by referencing course material.
- I can connect the ideas in the plan to research (that demonstrates real world business examples) and my own personal experiences.
- I can present my ideas in an organized, comprehensive manner that is free of all grammar and spelling mistakes.
- I can complete the planning process, an itinerary and a budget for an event.
- I can present my ideas and answer questions about my project management report in a Skype meeting with my Rosedale teacher.

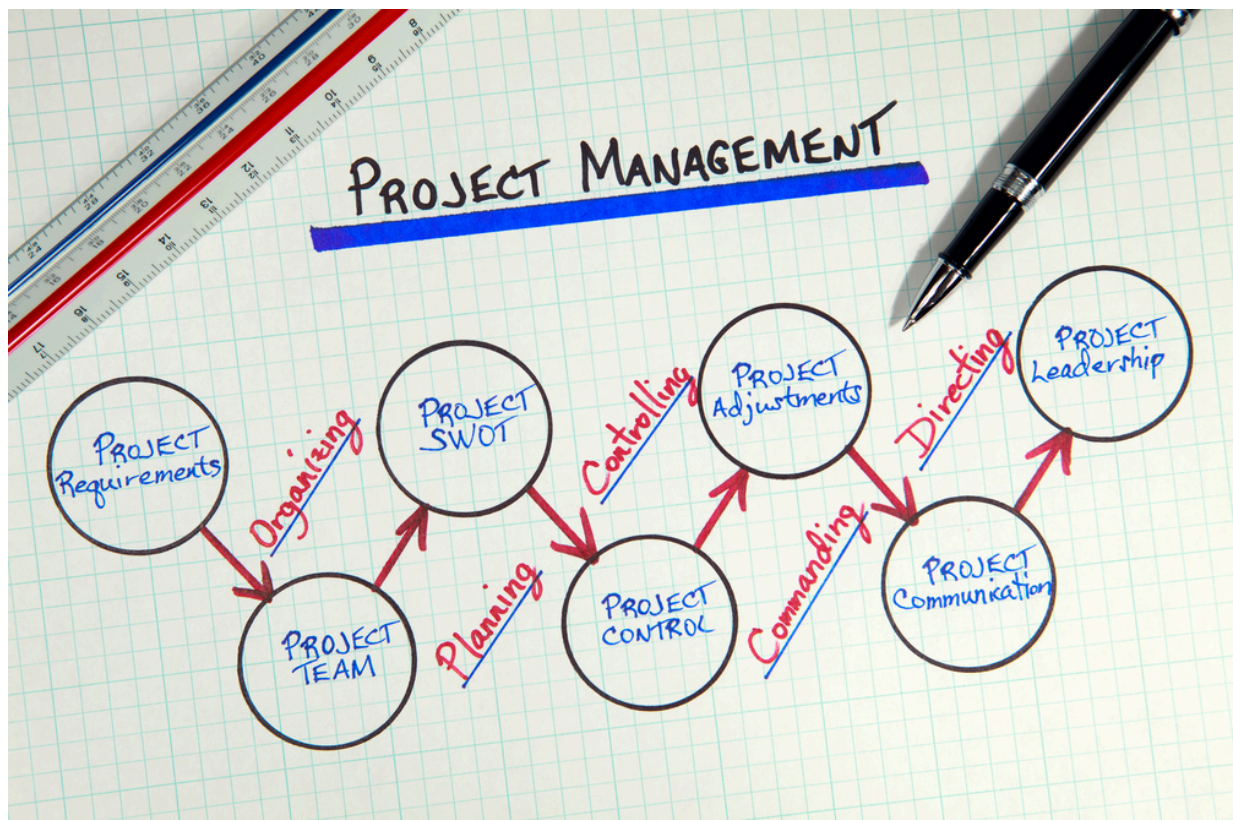
## **TASKS:**

The main task is to create a project management report that (at the very least) includes the following:

1. An executive summary of the main points/ideas of the report. This is to be no more than one page and is to be completed at the end of the project.
2. Create a **Planning** report that outlines your ideas and answers the following questions:
  - a. What management theory will you try to use in your program? Justify the use of this theory using your own experience and/or examples. (1-3)  
What leadership theory will you implement into the program? (2-5)
  - b. What types of formal groups will you set up for your employees? What types of group members will you try to hire? (2-3)
  - c. What types of stress do you think your employees may be under while working at the Summer Leadership Program? Give general (acute, episodic, and chronic) examples and specific examples (not enough sleep, summer school tests, etc.). (3-3)
  - d. What will you do or implement into the program to help alleviate some of your employees' stress? (3-3)
3. Create an **Organizing** report that outlines your ideas and answers the following questions:
  - a. Create a mission statement for the Summer Leadership Program (4-3).
  - b. How will you design the organizational structure of the Summer Leadership Program? What are the benefits of the design that you chose? (5-1, 5-2)
  - c. What type of culture will you try to cultivate in the program? Why do you think this type of culture will work best with the type of business/program you are running? (4-4)
4. Create a **Leading/Directing** report that outlines your ideas and answers the following questions:
  - a. Which roles do you think are the most important for the manager of the Summer Leadership Program? Explain your answer by hypothesizing the situations that you will encounter as the Summer Leadership Program manager. (1-2)
  - b. What personality traits, beliefs/attitudes and perceptions to you have that will help you and hinder you in the Summer Leadership Program manager position? (2-1, 2-2, 3-2)
  - c. What leadership characteristics do you have that will help you succeed as the Summer Leadership Program manager? What leadership qualities will you look for in your employees when hiring them? (2-5)
  - d. How will you facilitate good communication between all the employees that work for the Summer Leadership Program? What will you do to mitigate noise? (3-1)
  - e. What techniques will you use to motivate your employees for optimal performance? (3-4)
  - f. What types of things will you do to foster a good employer-employee relationship? (5-3)



5. Create a **Controlling** report that outlines your ideas and answers the following questions:
  - a. What problems do you foresee arising in the implementation and delivery of the program?
  - b. Explain why you believe these problems may arise.
  - c. What control process actions will you expect to use to solve these problems? (4-6)
  - d. Is there anything you can do to prevent these problems from occurring in the first place?
6. Create a **Staffing** report that outlines your ideas and answers the following questions:
  - a. What parts of the human resource process are most important for you? Which ones are the least important? (5-4)
  - b. How many employees will you hire? How will you recruit employees? How much will you compensate employees?
  - c. Explain how you will evaluate your employees. Explain the advantages and disadvantages of your choice. (5-6)
7. Create an **Implementation** report that includes:
  - a. Plan one session (1 week) of the Summer Leadership Program (4-1). Include strategies and tools that you will use in the planning/implementation process (4-2).
  - b. Create an itinerary for the students for a one-week Summer Leadership Program course.
  - c. Create a budget for the 2015 Summer Leadership Program (four leadership sessions - four weeks).
8. Once you have completed your report, contact your teacher to set up a Skype meeting to present it.





## Culminating Task Rubric



Categories	Level 1	Level 2	Level 3	Level 4
<b>Knowledge (20 marks)</b> <ul style="list-style-type: none"> <li>Answers Questions using course theory</li> </ul>	Few questions are answered using course theory. Some questions are not answered at all. Student should read over the assignment and ensure all questions are answered fully.	Some questions are answered using course theory. Few questions are not answered at all. Student should read over the assignment and ensure all questions are answered fully.	Most questions are answered using course theory. All questions are addressed. Student needs to explicitly link answers to course theory.	All questions are answered and connected to the proper course theory.
<b>Thinking</b> <ul style="list-style-type: none"> <li>Adds new ideas (15 marks)</li> <li>Skype Meeting Questions (10 marks)</li> </ul>	<p>Report only answers questions and new ideas or questions are not brought to the attention of the audience.</p> <p>Answers few interview questions correctly using experience, examples or course theory.</p>	<p>Some new questions are added and answered. The student should also focus on adding his/her own ideas to the report.</p> <p>Answers some interview questions correctly using experience, examples or course theory.</p>	<p>New questions are asked and answered and the student adds some of his/her own ideas to the report. The student can focus more on integrating research into the report.</p> <p>Answers most interview questions correctly using experience, examples or course theory.</p>	<p>New questions are asked and answered and the student adds his/her own ideas and opinions to the report. Ideas are fully supported by other research and examples.</p> <p>Answers all interview questions correctly using experience, examples or course theory.</p>
<b>Communication</b> <ul style="list-style-type: none"> <li>Organization and structure (10 marks)</li> <li>Grammar and Spelling (10 marks)</li> </ul>	<p>The student needs to review how to write topic, supporting, and concluding sentences; conjunctions; etc.</p> <p>There are many grammar and spelling errors.</p>	<p>The written work needs to be proof read and edited to organize the ideas and improve the structure (topic, supporting, and concluding sentences; conjunctions; etc.).</p> <p>There are some grammar and spelling errors.</p>	<p>The written work uses proper structure (topic, supporting, and concluding sentences; conjunctions; etc.) most of the time. Minor editing is still needed.</p> <p>There are few grammar and spelling errors.</p>	<p>The written work always uses proper structure (topic, supporting, and concluding sentences; conjunctions; etc.).</p> <p>There are no grammar or spelling errors.</p>

<b>Communication (Continued)</b> <b>• Meeting Communication (10 marks)</b>	<p>Explanations need to focus more on the course theory. Student needs to prepare more by knowing all aspects of his/her report.</p>	<p>Explanations are based on course theory but the suggestions need to be supported better. Student seems a little disorganized. Better preparation is needed and student should practice speaking in formal business language.</p>	<p>Explanations are supported by theory and the suggestions are supported using proper argumentation. The student should practice speaking in different tones and using body language/ gestures.</p>	<p>Explanations are supported by theory and suggestions are properly argued using correct inferences and extrapolations. The student is confident and well spoken. Proper tone, body language and mannerisms are evident at all times.</p>
<b>Application (25 marks)</b> <b>• Completion of planning process; itinerary; and budget</b>	<p>There are some missing items from the planning process; itinerary; and budget. The student needs to do more research into how to create an itinerary and budget.</p>	<p>Planning process; itinerary; and budget are complete. Some minor additions can be made to make the implementation items more robust. Smaller details can be added.</p>	<p>Planning process; itinerary; and budget are complete and the numbers and action items are mostly realistic for an actual summer camp program.</p>	<p>Planning process; itinerary; and budget are fully complete and the numbers and action items are realistic for an actual summer camp program.</p>