

Project Summary

Course: IDE 761

Project: Strategies in Educational Project Management

Context of the project work: Our team developed a comprehensive project management plan for a two-year professional development initiative at Innovative Future Middle School. The goal was to improve teachers' proficiency in using educational technology by designing and delivering structured training, hands-on support, and multimedia integration. The plan followed the five-phase project management model (Define, Plan, Organize, Control, Close) and included key deliverables such as a work breakdown structure, Gantt chart, critical path analysis, and contingency plans. When the client requested a 20% reduction in project duration, we proposed two solutions—staggered shift scheduling and a train-the-trainer model—to meet the new timeline without increasing costs. This project emphasized the importance of strategic planning, flexibility, and stakeholder alignment in managing educational initiatives effectively.

Author (s): Brady Davis, Leah Willis and Paola Delarosa-Lloret. I volunteered to complete the Planning phase, portions of the Control phase, and all Excel-based deliverables, including the Work Breakdown Structure (WBS), Gantt chart, project activity timeline, and critical path. I also led the development of the video presentation summarizing our final report.

IDD&E phase: Analysis, Design, Development, Implementation and Evaluation

Reflection and self-assessment: For this project, we were given a fully developed instructional design scenario where the ADDIE process had already been completed and solutions were in place. Our task was to step in and create the Project Management Plan (PMP) that would guide how those solutions would actually get executed. That meant organizing the timeline, breaking down tasks, managing resources, and building in space for changes and challenges. This project facilitated my understanding of the relationship between instructional design and practical implementation. While we weren't involved in the design or development of the training itself, we had to think through how to roll it out smoothly and make sure everything stayed on track. Developing the work breakdown structure, Gantt chart, and contingency plan pushed me to think critically about scheduling, dependencies, and risk management. When the client requested a shorter timeline, we had to quickly assess the impact and come up with practical, low-cost solutions that wouldn't compromise quality. It was also a great reminder that a strong instructional design plan doesn't go very far without a solid execution strategy. This experience gave me more confidence in using project management tools to support implementation, especially in educational settings where change is constant and timelines shift. It also showed me how important clear communication, documentation, and flexibility are when leading a project with multiple moving parts.