

THE UNIVERSITY OF TEXAS AT BROWNSVILLE

Project Management Essay Exam

EDTC 6332.01-Dr. Pan

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This essay is intended to demonstrate understanding of the tools and techniques introduced in the Project Management Body of Knowledge (PMBOK) and to demonstrate the ability to apply them in real life situations.

A work breakdown structure is the key tool for time management. In order to prepare the primary scope one of the things that need to be done is to split a work into small pieces. This work is divided into sections so the instructional designer can manage them better by learning about its work in order to reach the project objectives. As an instructional designer, one needs to concentrate on the project's objective. In order to obtain it, these three questions have to be answered; what, when and why? After the objective has been defined, the next step is to plan the deliverables, activities and all the tasks within the project in order to complete the project scope. It is imperative to identify the primary scope so the work break down can be done.

In other words, the WBS structure is basically the support of my project because all components of the project will rely on this structure; which involves the time, the schedule, the assignments, communication and risks of the project (Clements, 2012). The Project Management for Instructional Designers describes the steps and purpose of the WBD as follows;

A work breakdown structure is a description of tasks arranged in layers of detail. Although the project scope is the primary document for developing the WBS, the WBS incorporates all project deliverables and reflects any documents or information that clarifies the project deliverables. From the WBS, a project plan is developed. The project plan lists the activities that are needed to accomplish the work identified in the WBS. The more detailed the WBS, the more activities that are identified to accomplish the work (PM4ID)

As an instructional designer I have identified my project's goal and objective which is to train teachers on how to implement Edmodo in their classes by following a web-based online tutorial during a group face-to-face setting. I had broken down all the modules of the training into sections, and these sections into steps. The steps have been also been divided with assignments and assessments. All of these have been done in order to be able to add the schedule, assignments, and the risks.

By applying WBS to my project, time and schedule will be managed to meet goals and objectives. When I created work breakdown structure of my capstone project, I was able to visualize all the work it would take to create the training. This helped me to organize myself and create a time line in order to accomplish my goals. We only have 8 weeks to finish this project, so creating a time line has helped me to stay focused on the goals for each week. Every little section of the WBS has objectives, and the objectives have activities, and the activities have assessments. All of these components of the project need to be effective, and I can see the WBS is the fundamental base for these components to work.

The WBS is a great tool to communicate both internal and external relationships between each module in the project. It is also a tool to communicate and check for understanding between me and participants in the project. While creating the WBS of my project, I noticed that each of the modules, deliverables, activities and assessment are connected. WBS is essential to visualize how my training modules go hand in hand, how they are connected to communicate the importance of each step. In other words, before proceeding with the next module, I have to be able to accomplish the module

objective and for that I have to communicate with a subject-matter expert (SME). The SME will evaluate one module before I proceed in creating the next one.

Communication with the SME will help me to visualize cause-and-effect and find solutions to create a successful online training. Another way the WBS can help me with communication is by giving me visibility to plan when and how to communicate with participants by assessing them to check for understanding. It helps to create a user-friendly online training to maintain participants engaged and connected due communication.

The WBS is also a great tool to measure the risks by displaying uncertain work efforts. It also helps illustrate the cause-and-effect of the project. When observing at the WBS, an instructional designer is able to see any risky situation that might arise during the training. For example, I know that one of the risks I have seen when creating the WBS is the schedule, I'm worried that this online training might not be finished on time. At the beginning of the project, my fear was not to find participants to evaluate my project because the project is being designed during the summer, when all teachers are on vacations. The WBS helped me to understand and plan other ways to communicate with participants and SME to evaluate and modify my project. The WBS also has helped me to actively plan for what should be done ahead of time in case of any possible problems or conflicts that might arise during the training.

Sources

Clements, James (2012). Work breakdown structure (WBS). Project plan online.

Retrieved on June 22, 2013. <http://projectplanonline.com/?p=2540>

Project Management for Instructional Designers (PM4ID), an eBook created at Brigham

Young University. URL: <http://pm4id.org/>