



Auburn School District	
Project Management	
<b>Total Framework Hours up to: 180</b>	
<b>CIP Code:</b> 520211	<input type="checkbox"/> <b>Exploratory</b> <input checked="" type="checkbox"/> <b>Preparatory</b>
<b>Date Last Modified:</b> January 2014	
<b>Career Cluster:</b> Business, Management & Administration	
<b>Cluster Pathway:</b> Management	

### Unit Outline

	<u>Hours</u>
Unit 1: Project Management	30
Unit 2: Professional Development	15
Unit 3: Team Building Skills	20
Unit 4: Project Time Management	25
Unit 5: Project Cost Management	25
Unit 6: Project Quality Management	25
Unit 7: Human Resource Management	20
Unit 8: Risk Management	10
Unit 9: Project Management Career Exploration	<u>10</u>
<b>Total Hours</b>	<b><u>180</u></b>

# UNIT 1 Project Management

**Performance Assessments:**

Students will be evaluated using formative and summative assessments. Examples include: individual or group projects, class discussion, simulations and in class activities

**Leadership Alignment:** DECA Leadership activities embedded in curriculum and instruction and include the following:

- Activity**  
 DECA Competitive Events Program
- Prepare for DECA event competition
  - Articulate thoughts and ideas effectively using oral, written and nonverbal communication skills in a variety of forms and contexts
  - Use communications for a range of communications purposes to align with industry standards

**Standards and Competencies**

**Standard/Unit:**

1. Project Management

**Competencies**

**Total Learning Hours for Unit: 30**

- Understand purpose and components of project charter
- Understand purpose and components of project management plan
- Understand the concept of a project and determine types of projects
- Describe the elements of a project
- Understand project phases
- Create Project Charter

**Common Core Standards**

**English Language Arts & Literacy in History/Social Studies, Science, and Technical Subjects**

**Writing Common Core**

Research to Build and Present Knowledge	7. Conduct short as well as more sustained research projects to answer a question (including a self-generated question) or solve a problem; narrow or broaden the inquiry when appropriate; synthesize multiple sources on the subject, demonstrating understanding of the subject under investigation. CCSS.ELA-Literacy.W.11-12.7
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**Reading for Literacy in History/Social Studies Common Core**

Integration of Knowledge and Ideas	7. Translate quantitative or technical information expressed in words in a text into visual form (e.g., a table or chart) and translate information expressed visually or mathematically (e.g., in an equation) into words. CCSS.ELA-Literacy.RLHSS.11-12.7
	8. Evaluate the hypotheses, data, analysis, and conclusions in a science or technical text, verifying the data when possible and corroborating or challenging conclusions with other sources of information. CCSS.ELA-Literacy.RLHSS.11-12.8

**Speaking and Listening Common Core**

Comprehension and Collaboration	1. Initiate and participate effectively in a range of collaborative discussions (one-on-one, in groups, and teacher-led) with diverse partners on grades 9–10 topics, texts, and issues, building on others' ideas and expressing their own clearly and persuasively. CCSS.ELA-Literacy.SL.11-12.1
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**Mathematics**

Number and Quantities: Quantities	Reason quantitatively and use units to solve problems. CCSS.MATH.N.Q.1, CCSS.MATH.N.Q.2, CCSS.MATH.N.Q.3
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## UNIT 2 Professional Development

**Performance Assessments:**

Students will be evaluated using formative and summative assessments. Examples include: individual or group projects, class discussion, simulations and in class activities

**Leadership Alignment:** DECA Leadership activities embedded in curriculum and instruction and include the following:

- Activity**  
 DECA Competitive Events Program
- Prepare for DECA event competition
  - Articulate thoughts and ideas effectively using oral, written and nonverbal communication skills in a variety of forms and contexts
  - Use communications for a range of communications purposes to align with industry standards

### Standards and Competencies

**Standard/Unit:**

2. Professional Development – Personal Time Management

**Competencies**

**Total Learning Hours for Unit: 15**

- Understand time management systems
- Create and prioritize a task list
- Use time management tools (e.g. planner, calendar, online tools, to do list, templates, or apps)
- Use a time log to evaluate personal time management
- Break down large tasks into action steps

### Common Core

#### English Language Arts & Literacy in History/Social Studies, Science, and Technical Subjects

**Writing Common Core**

Research to Build and Present Knowledge	7. Conduct short as well as more sustained research projects to answer a question (including a self-generated question) or solve a problem; narrow or broaden the inquiry when appropriate; synthesize multiple sources on the subject, demonstrating understanding of the subject under investigation. CCSS.ELA-Literacy.W.11-12.7
	8. Gather relevant information from multiple authoritative print and digital sources, using advanced searches effectively; assess the usefulness of each source in answering the research question; integrate information into the text selectively to maintain the flow of ideas, avoiding plagiarism and following a standard format for citation. CCSS.ELA-Literacy.W.11-12.8

**Reading for Literacy in History/Social Studies Common Core**

Integration of Knowledge and Ideas	7. Translate quantitative or technical information expressed in words in a text into visual form (e.g., a table or chart) and translate information expressed visually or mathematically (e.g., in an equation) into words. CCSS.ELA-Literacy.RLHSS.11-12.7
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## UNIT 3 Team Building Skills

**Performance Assessments:**

Students will be evaluated using formative and summative assessments. Examples include: individual or group projects, class discussion, simulations and in class activities

**Leadership Alignment:** DECA Leadership activities embedded in curriculum and instruction and include the following:

- Activity**  
 DECA Competitive Events Program
- Prepare for DECA event competition
  - Articulate thoughts and ideas effectively using oral, written and nonverbal communication skills in a variety of forms and contexts
  - Use communications for a range of communications purposes to align with industry standards

### Standards and Competencies

**Standard/Unit:** Team Building Skills

**Competencies**

**Total Learning Hours for Unit: 20**

- Demonstrate effective communication in a diverse group setting
- Understand group development model, and identify the stages of the model in team situations (performing, storming, norming)
- Identify characteristics of an effective team
- Identify personal strengths
- Recognize the strengths of others
- Utilize communication strategies

### Common Core

#### English Language Arts & Literacy in History/Social Studies, Science, and Technical Subjects

**Writing Common Core**

Production and Distribution of Writing	4. Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience. CCSS.ELA-Literacy.WLHSST.11-12.4
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**Writing for Literacy in History/Social Studies, Science, and Technical Subjects Common Core**

Text and Purposes	2. Write informative/explanatory texts, including the narration of historical events, scientific procedures/ experiments, or technical processes. CCSS.ELA-Literacy.WLHSST.11-12.2
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## UNIT 4 Project Time Management

**Performance Assessments:**

Students will be evaluated using formative and summative assessments. Examples include: individual or group projects, class discussion, simulations and in class activities

**Leadership Alignment:** DECA Leadership activities embedded in curriculum and instruction and include the following:

- Activity**  
DECA Competitive Events Program
- Prepare for DECA event competition
  - Articulate thoughts and ideas effectively using oral, written and nonverbal communication skills in a variety of forms and contexts
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### Standards and Competencies

**Standard/Unit:**

4. Project Time Management

**Competencies**

**Total Learning Hours for Unit: 25**

- Define activities by breaking down the project deliverables into steps
- Determine project milestones by determining major accomplishments of the project
- Determine order of activities
- Adapt schedule to availability of resources
- Estimate activity durations by assessing the time needed to complete activities
- Develop schedule by compiling all activity information and integrating it into a reasonable timeline
- Monitor, identify and report current status of project schedule

### Common Core

#### English Language Arts & Literacy in History/Social Studies, Science, and Technical Subjects

**Writing Common Core**

Research to Build and Present Knowledge	7. Conduct short as well as more sustained research projects to answer a question (including a self-generated question) or solve a problem; narrow or broaden the inquiry when appropriate; synthesize multiple sources on the subject, demonstrating understanding of the subject under investigation. CCSS.ELA-Literacy.W.11-12.7
	8. Gather relevant information from multiple authoritative print and digital sources, using advanced searches effectively; assess the usefulness of each source in answering the research question; integrate information into the text selectively to maintain the flow of ideas, avoiding plagiarism and following a standard format for citation. CCSS.ELA-Literacy.W.11-12.8

**Reading for Literacy in History/Social Studies Common Core**

Integration of Knowledge and Ideas	7. Translate quantitative or technical information expressed in words in a text into visual form (e.g., a table or chart) and translate information expressed visually or mathematically (e.g., in an equation) into words. CCSS.ELA-Literacy.RLHSS.11-12.7
	8. Evaluate the hypotheses, data, analysis, and conclusions in a science or technical text, verifying the data when possible and corroborating or challenging conclusions with other sources of information. CCSS.ELA-Literacy.RLHSS.11-12.8

## UNIT 5 Project Cost Management

**Performance Assessments:**

Students will be evaluated using formative and summative assessments. Examples include: individual or group projects, class discussion, simulations and in class activities

**Leadership Alignment:** DECA Leadership activities embedded in curriculum and instruction and include the following:

- Activity**  
DECA Competitive Events Program
- Prepare for DECA event competition
  - Articulate thoughts and ideas effectively using oral, written and nonverbal communication skills in a variety of forms and contexts
  - Use communications for a range of communications purposes to align with industry standards

### *Standards & Competencies*

**Standard/Unit:**

5. Project Cost Management

**Competencies**

**Total Learning Hours for Unit: 25**

- Use tools and techniques to accurately estimate costs
- Budget for uncertainty (contingency)
- Determine budget based on project needs
- Determine appropriate documentation for budget expenditures and select documents to use for project
- Review existing models of projects with similar budget activities
- Analyze budget performance

### *Common Core*

#### **English Language Arts & Literacy in History/Social Studies, Science, and Technical Subjects**

**Writing Common Core**

Research to Build and Present Knowledge	7. Conduct short as well as more sustained research projects to answer a question (including a self-generated question) or solve a problem; narrow or broaden the inquiry when appropriate; synthesize multiple sources on the subject, demonstrating understanding of the subject under investigation. CCSS.ELA-Literacy.W.11-12.7
	8. Gather relevant information from multiple authoritative print and digital sources, using advanced searches effectively; assess the usefulness of each source in answering the research question; integrate information into the text selectively to maintain the flow of ideas, avoiding plagiarism and following a standard format for citation. CCSS.ELA-Literacy.W.11-12.8

**Reading for Literacy in History/Social Studies Common Core**

Integration of Knowledge and Ideas	7. Translate quantitative or technical information expressed in words in a text into visual form (e.g., a table or chart) and translate information expressed visually or mathematically (e.g., in an equation) into words. CCSS.ELA-Literacy.RLHSS.11-12.7
	8. Evaluate the hypotheses, data, analysis, and conclusions in a science or technical text, verifying the data when possible and corroborating or challenging conclusions with other sources of information. CCSS.ELA-Literacy.RLHSS.11-12.8

## UNIT 6 Project Quality Management

**Performance Assessments:**

Students will be evaluated using formative and summative assessments. Examples include: individual or group projects, class discussion, simulations and in class activities

**Leadership Alignment:** DECA Leadership activities embedded in curriculum and instruction and include the following:

**Activity**

DECA Competitive Events Program

- Prepare for DECA event competition
- Articulate thoughts and ideas effectively using oral, written and nonverbal communication skills in a variety of forms and contexts
- Use communications for a range of communications purposes to align with industry standards

**Standards and Competencies**

**Standard/Unit:**

6. Project Quality Management

**Competencies**

**Total Learning Hours for Unit: 25**

- Plan quality standards and benchmarks
- Compare/contrast quality management strategies
- Determine criteria for measuring quality
- Assess Project Quality on a scheduled basis

**Common Core**

**English Language Arts & Literacy in History/Social Studies, Science, and Technical Subjects**

**Writing Common Core**

Research to Build and Present Knowledge	7. Conduct short as well as more sustained research projects to answer a question (including a self-generated question) or solve a problem; narrow or broaden the inquiry when appropriate; synthesize multiple sources on the subject, demonstrating understanding of the subject under investigation. CCSS.ELA-Literacy.W.11-12.7
	8. Gather relevant information from multiple authoritative print and digital sources, using advanced searches effectively; assess the usefulness of each source in answering the research question; integrate information into the text selectively to maintain the flow of ideas, avoiding plagiarism and following a standard format for citation. CCSS.ELA-Literacy.W.11-12.8

**Reading for Literacy in History/Social Studies Common Core**

Integration of Knowledge and Ideas	7. Translate quantitative or technical information expressed in words in a text into visual form (e.g., a table or chart) and translate information expressed visually or mathematically (e.g., in an equation) into words. CCSS.ELA-Literacy.RLHSS.11-12.7
	8. Evaluate the hypotheses, data, analysis, and conclusions in a science or technical text, verifying the data when possible and corroborating or challenging conclusions with other sources of information. CCSS.ELA-Literacy.RLHSS.11-12.8

**Mathematics**

<b>Number and Quantities:</b> Quantities	Reason quantitatively and use units to solve problems. CCSS.MATH.N.Q.1m CCSS.MATH.N.Q.2, CCSS.MATH.N.Q.3
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## UNIT 7 Human Resource Management

**Performance Assessments:**

Students will be evaluated using formative and summative assessments. Examples include: individual or group projects, class discussion, simulations and in class activities

**Leadership Alignment:** DECA Leadership activities embedded in curriculum and instruction and include the following:

- Activity**  
DECA Competitive Events Program
- Prepare for DECA event competition
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### Standards and Competencies

**Standard/Unit:**

7. Human Resource Management

**Competencies**

**Total Learning Hours for Unit: 20**

- Develop human resource plan.
- Determine skill sets of team members
- Create organization chart
- Determine team norms for project participation
- Determine staff assignments, calendar
- Practice conflict management
- Determine, implement, and conduct method of performance appraisal for project team members
- Identify and practice effective decision making skills

### Common Core

#### English Language Arts & Literacy in History/Social Studies, Science, and Technical Subjects

**Speaking and Listening Common Core**

Comprehension and Collaboration	1. Initiate and participate effectively in a range of collaborative discussions (one-on-one, in groups, and teacher-led) with diverse partners on grades 11–12 topics, texts, and issues, building on others' ideas and expressing their own clearly and persuasively. CCSS.ELA-Literacy.SL.11-12.1
	8. Gather relevant information from multiple authoritative print and digital sources, using advanced searches effectively; assess the usefulness of each source in answering the research question; integrate information into the text selectively to maintain the flow of ideas, avoiding plagiarism and following a standard format for citation. CCSS.ELA-Literacy.W.11-12.8

**Reading for Literacy in History/Social Studies Common Core**

Integration of Knowledge and Ideas	7. Translate quantitative or technical information expressed in words in a text into visual form (e.g., a table or chart) and translate information expressed visually or mathematically (e.g., in an equation) into words. CCSS.ELA-Literacy.RLHSS.11-12.7
	8. Evaluate the hypotheses, data, analysis, and conclusions in a science or technical text, verifying the data when possible and corroborating or challenging conclusions with other sources of information. CCSS.ELA-Literacy.RLHSS.11-12.8



## UNIT 8 Risk Management

**Performance Assessments:**

Students will be evaluated using formative and summative assessments. Examples include: individual or group projects, class discussion, simulations and in class activities

**Leadership Alignment:** DECA Leadership activities embedded in curriculum and instruction and include the following:

- Activity**  
 DECA Competitive Events Program
- Prepare for DECA event competition
  - Articulate thoughts and ideas effectively using oral, written and nonverbal communication skills in a variety of forms and contexts
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### Standards and Competencies

**Standard/Unit:**  
 8. Risk Management

<b>Competencies</b>	<b>Total Learning Hours for Unit: 10</b>
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- Define a project risk and describe benefits/drawbacks of risk
- Analyze and assign a risk rating to deliverables based on level of uncertainty
- Complete a SWOT analysis
- Define countermeasures to reduce risk, and assign team member to be accountable for each countermeasure that is chosen
- Create risk probability and impact assessment and matrix
- Create and maintain a risk register

### Common Core

#### English Language Arts & Literacy in History/Social Studies, Science, and Technical Subjects

**Speaking and Listening Common Core**

Comprehension and Collaboration	1. Initiate and participate effectively in a range of collaborative discussions (one-on-one, in groups, and teacher-led) with diverse partners on grades 11–12 topics, texts, and issues, building on others’ ideas and expressing their own clearly and persuasively. CCSS.ELA-Literacy.SL.11-12.1
	8. Gather relevant information from multiple authoritative print and digital sources, using advanced searches effectively; assess the usefulness of each source in answering the research question; integrate information into the text selectively to maintain the flow of ideas, avoiding plagiarism and following a standard format for citation. CCSS.ELA-Literacy.W.11-12.8

**Reading for Literacy in History/Social Studies Common Core**

Integration of Knowledge and Ideas	7. Translate quantitative or technical information expressed in words in a text into visual form (e.g., a table or chart) and translate information expressed visually or mathematically (e.g., in an equation) into words. CCSS.ELA-Literacy.RLHSS.11-12.7
	8. Evaluate the hypotheses, data, analysis, and conclusions in a science or technical text, verifying the data when possible and corroborating or challenging conclusions with other sources of information. CCSS.ELA-Literacy.RLHSS.11-12.8

## UNIT 9 Project Management Career Exploration

### Performance Assessments:

Students will be evaluated using formative and summative assessments. Examples include: individual or group projects, class discussion, simulations and in class activities

**Leadership Alignment:** DECA Leadership activities embedded in curriculum and instruction and include the following:

### Activity

DECA Competitive Events Program

- Prepare for DECA event competition
- Articulate thoughts and ideas effectively using oral, written and nonverbal communication skills in a variety of forms and contexts
- Use communications for a range of communications purposes to align with industry standards

### *Standards and Competencies*

### Standard/Unit:

9. Project Management Career Exploration

### Competencies

**Total Learning Hours for Unit: 10**

- Use online resources to research career information related to project management
- Understand the outlook and industry growth in project management
- Understand project management opportunities across career clusters
- Research post-secondary training related to project management
- Identify project management certifications, their benefit, and the requirements to obtain them.

### *Common Core*

### **English Language Arts & Literacy in History/Social Studies, Science, and Technical Subjects**

#### Speaking and Listening Common Core

Comprehension and Collaboration	1. Initiate and participate effectively in a range of collaborative discussions (one-on-one, in groups, and teacher-led) with diverse partners on grades 11–12 topics, texts, and issues, building on others' ideas and expressing their own clearly and persuasively. CCSS.ELA-Literacy.SL.11-12.1
	8. Gather relevant information from multiple authoritative print and digital sources, using advanced searches effectively; assess the usefulness of each source in answering the research question; integrate information into the text selectively to maintain the flow of ideas, avoiding plagiarism and following a standard format for citation. CCSS.ELA-Literacy.W.11-12.8

#### Reading for Literacy in History/Social Studies Common Core

Integration of Knowledge and Ideas	7. Translate quantitative or technical information expressed in words in a text into visual form (e.g., a table or chart) and translate information expressed visually or mathematically (e.g., in an equation) into words. CCSS.ELA-Literacy.RLHSS.11-12.7
	8. Evaluate the hypotheses, data, analysis, and conclusions in a science or technical text, verifying the data when possible and corroborating or challenging conclusions with other sources of information. CCSS.ELA-Literacy.RLHSS.11-12.8

**21<sup>st</sup> Century Skills**

Check those that students will demonstrate in this course:

**LEARNING & INNOVATION**

**Creativity and Innovation**

- Think Creatively
- Work Creatively with Others
- Implement Innovations

**Critical Thinking and Problem Solving**

- Reason Effectively
- Use Systems Thinking
- Make Judgments and Decisions
- Solve Problems

**Communication and Collaboration**

- Communicate Clearly
- Collaborate with Others

**INFORMATION, MEDIA & TECHNOLOGY SKILLS**

**Information Literacy**

- Access and /evaluate Information
- Use and Manage Information

**Media Literacy**

- Analyze Media
- Create Media Products

**Information, Communications and Technology (ICT Literacy)**

- Apply Technology Effectively

**LIFE & CAREER SKILLS**

**Flexibility and Adaptability**

- Adapt to Change
- Be Flexible

**Initiative and Self-Direction**

- Manage Goals and Time
- Work Independently
- Be Self-Directed Learners

**Social and Cross-Cultural**

- Interact Effectively with Others
- Work Effectively in Diverse Teams

**Productivity and Accountability**

- Manage Projects
- Produce Results

**Leadership and Responsibility**

- Guide and Lead Others
- Be Responsible to Others