

THE EUROPEAN INSTRUCTIONAL DESIGNER E-LEARNING COURSE

Competence Unit 7 | Project management

Other pedagogical activities / Practical exercises

	Description	Comments
Task Description	Case Study 1 A project is a well-defined plan of the objective that is taken up within your team and the client. Each project is unique in itself in the sense that it possesses certain characteristics. Each project has its own research and development, customized according to the requirements of the stakeholder(s). As the ID Project Manager working on the reconstruction of the Paramount logo, also incumbent on creating a virtual reality game about the Paramount theatre, in order to promote this new visual identity. In this project, what are the main steps that you need to consider?	
Description of how to do the task	Develop the Project Charter – Build a PowerPoint showing the entire Project Lifecycle. If you have any doubts you can go to the CU7 booklet.	
Estimated time to do the task	The time to produce this will be significantly reduced if elements such as strategy and vision already exist – 4 hours	
Suggestion of sources for doing the task	PM ² Project Methodology Guide / eLearning Screens / CU7 booklet.	
Detailed description of how to deliver the task	You have to make a presentation to the trainer where you explain what is in the PowerPoint, that is, explaining the Project lifecycle.	In this case the task is to be upload to the trainee's portfolio
Contact information or how to clarify doubts	If you have any doubts, you can send an email to the training coordinator or your trainer.	
Evaluation tips for the trainer	The trainer needs to consider some evaluation tips such as: Presentation and Written skills / Design of the project lifecycle / Delivery of Instruction / If the learning outcomes match the learning objectives, ...	

	Description	Comments
Task Description	Case Study 2 Project management refers to the discipline of applying the knowledge, skills and techniques to handle, plan, control and execute a project in the most efficient way and with the best quality results. A shipping company to sustain the competition, needs to provide training to its employees. So, your goal here is to create a serious social game about efficiency and time management. The project is expected to cross the deadline due to the unexpected variables, and the client has put up the following suggestion to tackle the delay: accelerating the development of the game, by eliminating one of its quality validation stages. With this, you can avoid budget slips and probably save some time. As a future ID project manager, what do you think is the best way to act, according with this situation?	
Description of how to do the task	Your client sent this email: <i>“Good Morning Dear Project Manager, Regarding the social game we are creating, we need to stick to the deadline no matter what. To do so, I suggest accelerating the development of the game by skipping one of the validation stages. What do you think? Is it feasible? Thank you, Best Regards”</i> . Now, you have to answer this email taking into consideration the relationship between the quality of the product and the time due to it using negotiation to align with the client’s needs and the ID quality criteria.	
Estimated time to do the task	The time to produce this will be significantly reduced if elements such as strategy and critical thinking already exist – 1 hour.	
Suggestion of sources for doing the task	PM² Project Methodology Guide / eLearning Screens / CU7 booklet.	
Detailed description of how to deliver the task	Write the email answering your client as a word document (no longer than 1 page). You can also use images/tables if needed.	In this case the task is to be upload to the trainee's portfolio
Contact information or how to clarify doubts	If you have any doubts, you can send an email to the training coordinator or your trainer.	
Evaluation tips for the trainer	The trainer needs to consider some evaluation tips such as: if the email is written in a tone that promotes a good relationship with the client if the proposal presented promotes the quality of the final product if there could have been other suggestions.	

	Description	Comments
Task Description	Creating a Gantt Chart	
Description of how to do the task	A local library aims to get the community's attention. To do this, it wants to make it more interactive. Your goal is to create games that can be easily accessed by visitors to the library. With this task, you should create a Gantt Chart, naming the activities (from the beginning to the end of the project).	
Estimated time to do the task	2 hours	
Suggestion of sources for doing the task	PM ² Project Methodology Guide / eLearning Screens / CU7 booklet.	
Detailed description of how to deliver the task	The task should be delivered in an image format, retrieved from a previous software that the learner used to create the Gantt Chart (e.g., Project Libre, or other) or from an excel file.	In this case the task is to be upload to the trainee's portfolio
Contact information or how to clarify doubts	If you have any doubts, you can send an email to the training coordinator or your trainer.	
Evaluation tips for the trainer	The trainer needs to consider some evaluation tips such as: sequence of tasks, if the times/duration of the tasks makes sense.	

THANK YOU



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