In the [Individual Term Project](https://courses.yorkvilleu.ca/mod/url/view.php?id=1074783) assignment, each student will choose one of two described projects (or one of their own) and generate a complete project plan using the many skills learned in the course.  The final project plan will be a combination of written overview and conclusion, with most technical elements developed using a project or spreadsheet software. The written component will conform to APA style and the Project or Excel spreadsheet components will be clearly identified and numbered accordingly for clarity and ease of use.  The written components will not be longer than two pages each. The spreadsheet and project software will make full use of imbedded notes to make the plans clear as for potential team use by others.

Instructions

1. The students will choose one of the following three options:
* Consider the construction of a $500,000 single family house in your city or region. Develop the project plan that would see this completed.
* Develop a project plan for the rebranding of a university like Yorkville University. Start with the Board of Governors’ decision to develop a new name and brand and have it ready for a fall recruitment drive.
* Propose a project in your own company or volunteer organization. The proposal would be a brief charter document for approval by the professor. If in your organization you do not need access to complete corporate financials, ensure that you are not violating any disclosure rules within your company. If you are unsure, get permission to use non-public company information. If there is some information you cannot access, write it with reasonable assumptions of what would be involved.
1. Significant portions of your project will be developed or tracked in some sort of project management software. There are a variety of software options for you to use. In each case, it will be the student’s responsibility to learn how to obtain and use the software, save files, and properly upload their work to the course for evaluation.
* The industry gold standard is *Microsoft Project*, but it is expensive, has a high learning curve, and is not supported by Tech Support at YU should you run into problems. Moreover, it is far more sophisticated than you will need for this overall project.
* A good cloud-based option is SmartSheet, for which a base account is free. There are excellent tutorials. Numerous collaboration and team-servicing software are also available online, but only select those that give the option to work in some sort of spreadsheet mode, and that generate Gantt chart-like timelines, as these will be part of what you will need to submit for various sections of the project (such as the WBS mentioned above).
* Microsoft Excel has numerous spreadsheet templates catering to project management application.
* Whichever software you intend to use, communicate this with your professor, to ensure you are using something consistent with the requirements of this project.
1. As the course cannot predetermine which software each student will use, all subsequent sections described below will simply refer to the working project file that you will add to and modify with each section, in whatever application you use, as the “project software document.”
* This is a key learning outcome for the course. Be sure to familiarize yourself with the software and use any tutorials supplied.
* Also, the video in Unit 3 on developing a Work Breakdown Structure adds to the learning on the importance of process in this activity.
* All additions to the Project software document should have an accompanying text document containing:
* Abstract (must)
	+ An introduction of the addition and the decisions that impacted on the results.
	+ A summary of the conclusions and key points in the addition. This summary would be used to inform the project managers who would take the plan to delivery or implementation.
	+ It must be 1-2 pages and in APA format.

In text citation.

1. The individual term project will have eleven sections to be delivered and revised over four deliverable submissions, to be submitted per the following schedule:

Instructions

Students will select the project option they will work on. (Option 3 will be subject to the professor’s approval or amendment.)

* The option selected may be submitted in a Scope Statement format. You may use your own format, as long as the key information is included.
* Brevity is important along with concise writing.
* If you are not sure of some details, which will be developed later, include logical estimates. For instance, the cost may be difficult to determine, but indicate the general magnitude.
* Identify the project management software you intend to use to ensure its compatibility with this project.

Evaluation

Part 1 will be marked in its entirety out of 100. The following rubric indicates the criteria students are to adhere to, and their relative weights to the assignment overall.

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|  | Activity/Competencies Demonstrated | % of Final Grade |
| 1.  | The Project Charter contains the six elements as indicated in the example | /40 |
| 2. | The charter is concise and contains specific deliverables and responsibilities | /30 |
|  | The charter confirms the authorization to proceed  | /20 |
| 3. | Attention to Detail (10%) |  |
|  | Accompanying text has correct APA referencing and formatting (title, headings, and references) | /5 |
|  | Spelling and grammar | /5 |
|  | Total | /100 |