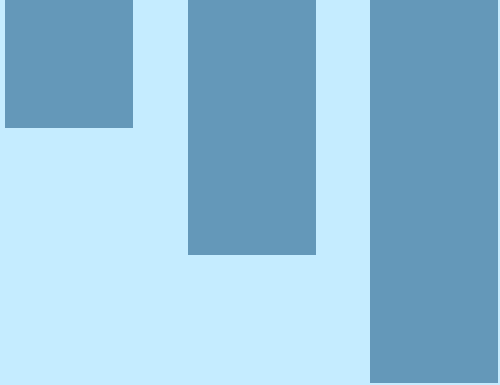




Ffion Evans

(Student Number: 0950842)

Managing Work-Based Projects: BMPF7018

Assessment Component 2: Presentation

**Discuss how you would plan and design a
project management process for the workplace**

PROJECT PLANNING FOR A CREATIVE PROJECT OUTCOME AND TEAM ROLES

Based on Cyfaill Celfyddyd, Coleg Cymraeg Cenedlaethol

Brief Overview

- Cyfaill Celfyddyd, or 'Arts Friend' - an online educational resource
- Role: Project Officer
- Timeline: 12 months
- Budget: £5,450





PROJECT SCOPE

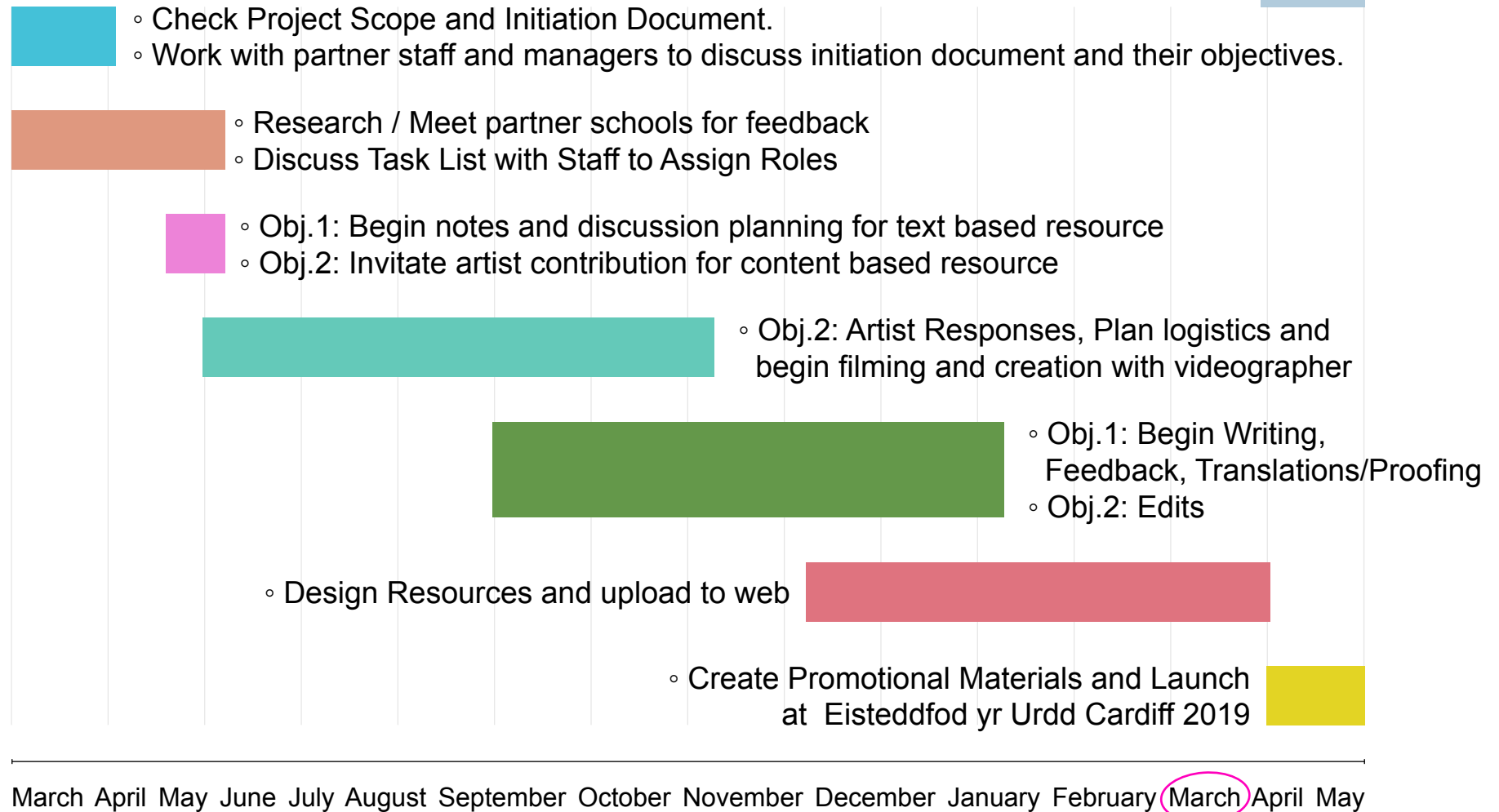
- **Objectives** - look at initiation document
- **Timeline** - work out timescales
- **Budget** - work out costs
- **Task List** - look at what needs to be done
- **Assigned Roles** - from task list
- **Deliverables** - uploaded to web
- **Risk Management**
- **Communication**



Out of Scope

- Desirables
- Extension
- 'Phase Two'

TIMELINE



12 Month Project Plan 2018-19

Cyfaill Celfyddyd

Tagiau

- ♥ Celf
- ♥ Sgiliau Astudio
- ♥ Astudiaethau Ffilm, Teledu a Chyfyngau
- ♥ Pont i'r Brifysgol
- ♥ Adnodd Coleg Cymraeg

Disgrifiad

Mae Cyfaill Celfyddyd yn cynnig gwybodaeth i ddisgyblion ysgol a myfyrwyr coleg a phrifysgol am fyd proffesiynol y celfyddydau yng Nghymru a'r posibilïadau o astudio pellach ar ôl gadael yr ysgol. Yn ogystal â hynny, mae'r adnodd yn dangos posibilïadau proffesiynol trwy gynnig cipolwg ar arbenigwyr ar draws ystod eang o feysydd gwaith ym myd creadigol Cymru.

Dogfennau a dolenni:

Astudio Celf a Dylunio

Penodau yn cyflwyno agweddau gwahanol ar astudio a gweithio ym maes Celf a Dylunio.

🔗 Pennod 1: Astudio Celf a Dylunio

🔗 Pennod 2: Sgiliau Astudio

🔗 Pennod 3: Astudiaethau Pellach a Chyflogaeth

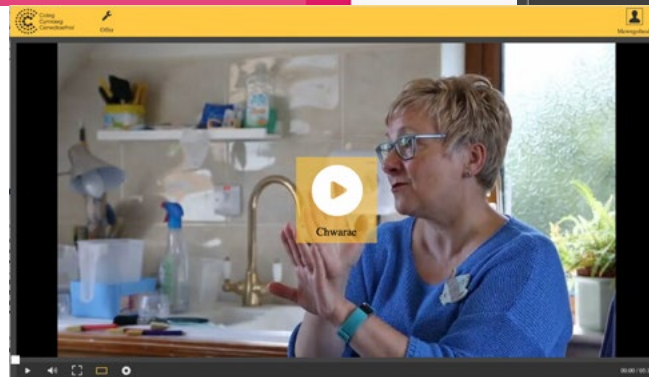
🔗 Pennod 4: Dolenni Defnyddiol

Yn y Maes

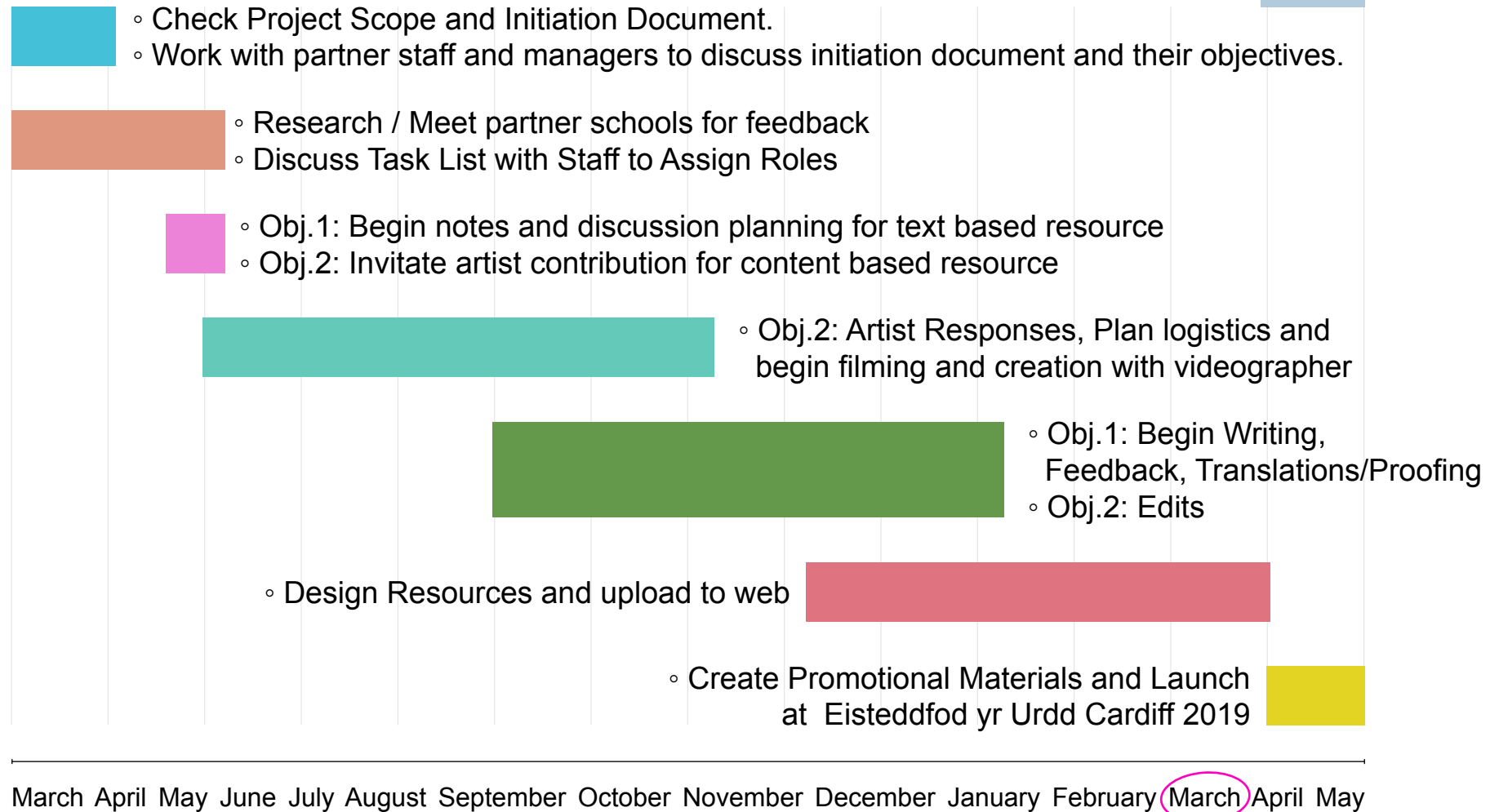
Cyfweliadau fideo gydag arbenigwyr ar draws ystod eang o feysydd gwaith ym myd creadigol Cymru

🔗 Animeiddio - Cloth Cat Animation

🔗 Celf Gain - Iwan Gwyn Parry



TIMELINE



12 Month Project Plan 2018-19



LESSONS LEARNT

- **Consider timings;** look ahead to the deadline to determine course of project tasks are accurate
- **Risk Management;** Consider things that are out of your control, i.e. translation, academic calendar staff availability
- **Feedback Sessions**
- **Evaluate Success / Create Report**



APPLYING THE PROCESS TO DESIGN

- **Current Design Processes;**
- Job Request
- Meet with client to discuss job in detail to:
 - discuss outcomes
 - dates and deadlines
 - task list
 - deliverables
- Consider current workload
- Assign to a Team Member
- Team Member to work and discuss deliverables with client
- Proofing Stages
- Sign off
- Handover



APPLYING THE PROCESS TO DESIGN

- **Ideal Design Process;**

- Job Request
- Meet with client to discuss job in detail to:

- *discuss outcomes*
- *dates and deadlines*
- *task list*
- *deliverables*

+

- Visible project tracking and timeline that is considered against continual workflow and team resources.

- Consider current workload
- Assign to a Team Member
- Team Member to work and discuss deliverables with client
- Proofing Stages
- Sign off
- Handover

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- Managing Change

+

- Lessons Learnt & Control Plan



IDENTIFYING SUITABLE PROCESSES

- **Waterfall**
- **Agile**
- **Scrum**
- **Kanban**
- **PERT** (Programme Evaluation and Review Technique)
- **Adaptive Project Framework (APF)**
- **Traditional Project Management**

APPLYING THE PROCESSES

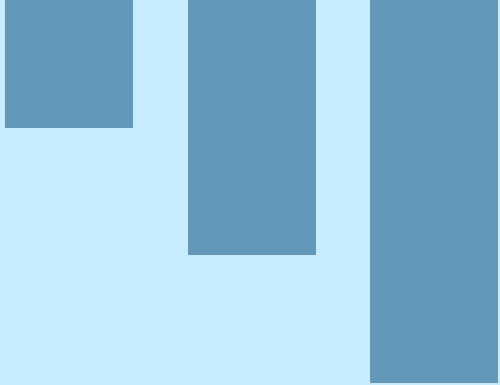
Use a mix of **traditional project management** and **PERT** to identify and asses best use of resources

Use a mix of **APF** and **AGILE** to create project strategy

KANBAN

SCRUM

Complete. Review completed work, and feedback. Next!



Thank you for listening.

Any Questions?