Project Management

In Collaboration with College of Art and Design

1. Planning
Take initiative for the success of your project

2. Testing
Troubleshoot and expand your plan

3. Execution
Create and refine your project for presentation/submission

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1. Planning

1

Review Requirements

Have you read the assignment description in full? Do you understand exactly what is expected of you/your group?

Additional things you might need to do:

Research
Casting/Propping
Budgeting

2

Determine or Set Goals

What do you hope to accomplish and learn from this project? What does the professor want you to learn? How can you take this project further to get the most out of it?

4

Check Deadlines and Benchmarks

Are you aware of the due date and any work-in-progress checks? Use the template below to write down those dates and to create benchmarks for yourself to stay on track.

3

Brainstorm Ideas

What inspires you? How/where do you come up with your best ideas? How can you apply those ideas to this project? If you're stuck, pull out a piece of paper and write down whatever comes to mind!

5

Review Ideas with Professors and Peers

Would you benefit from sharing your project idea with your professor or peers? They may be able to help refine your idea or push it further!

Benchmark Date	Date:	Date:	Date:
What I need to do			

Date:	Date:	Date:	Date:

2. Testing

The more you spend in this experimental phase, the more developed your final project will be. Test more than you think you need to, something unexpected may come from it.

Return to the planning phase if you find you need it during testing.

Learn a New Program
Try learning a new program to enhance or refine your skills.

Watch Tutorials
Look up videos to learn new techniques or gain inspiration.

Experiment
Embrace the unexpected and try new solutions.

Practice
Practice, practice, practice. It's about improvement, not perfection.

Notes or Annotations
Take notes, write your thoughts down, document your experience. You may see something you didn't before.

Styling
Explore different options and document them. It may help to have a variety to choose from.

Iterations/Layouts
Don't be afraid to change things up. Make multiple versions so you know you're picking the best.

Case Studies
Dig a little deeper and look at different examples. This may help with inspiration and direction on your project.

Mood Boards
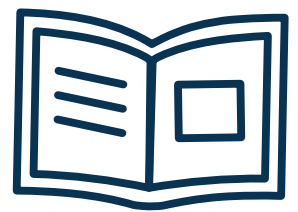Compile ideas and inspiration to see if a theme emerges.

Feedback
Ask your peers and professors what they think of your progress.

Test Materials
Try different methods and mediums until you find one that works for you and your project.

Conduct Further Research
Continue to be curious about your topic or theme. Additional research may lead to something new.

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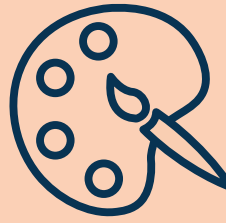
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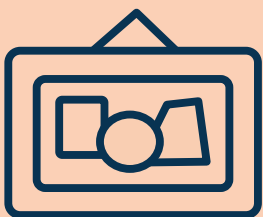
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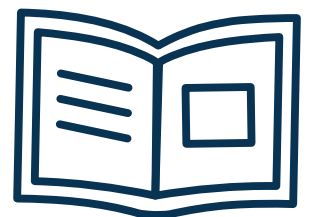
Conduct Further Research

3. Execution

Time to Execute Your Plan

Review Your Goals

What goals did you set at the beginning of your project? Are they fulfilled?

Review Your Requirements

What are the requirements for the project? Have you met them appropriately?

Prepare for Presentation

Make sure you have everything you need to present your work, and practice your delivery.