



PROGRAM SUPPORT NOTES

Managing a Design Project

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For Teachers

Introduction

This video aims to teach students an understanding of managing the various elements of design projects. The video emphasizes the importance of managing design projects, and introduces elements of project management emphasizing real- world scenarios. Interviewed in the video are Michelle Hyams, Design manager, Schiavello Office Furniture located in Victoria, Australia and Lawrence Waterman, Head of Health & Safety, London 2012, Olympic Delivery Authority. The video explores alternative ways to articulate the values and benefits of design. The video shows how designers are expected to conceptualize, develop and produce a design proposal that fulfils a distinctive brief with financial, time, business, OH&S, cultural and social constraints.

Timeline

00:00:00	Project management plan
00:02:09	The action plan
00:04:30	The time plan
00:07:34	The finance plan
00:09:52	Apply and evaluate management plans
00:12:56	Design project constraints
00:15:54	Credits
00:16:32	End program

Related Titles

Designer Case Studies – Architecture, Crafts and Industrial Design
Factors of Design Series
Influences on Design
Pathways in Hospitality and Tourism

Recommended Resources

- <http://www.dubberly.com/articles/managing-complex-design-projects.html>
- <http://www.businessballs.com/project.htm>
- <http://speckyboy.com/2011/07/20/managing-your-time-with-freelance-and-personal-design-projects/>
- <http://www.schiavello.com/products.htm>
- <http://www.bbc.co.uk/schools/gcsebitesize/design/systemscontrol/designevaluationrev1.shtml>

Student Worksheet

Initiate Prior Learning

1. Define the following terms:

a) Gantt chart

b) Budget

c) Project plan

d) Evaluation

2. If you were managing the design and production of new furniture, what steps would you follow?

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3. Do a web search and write an overview of Schiavello Office Furniture.

4. What is brainstorming?

5. You are part of a group and need to keep a record of each meeting. How would you do this?

Active Viewing Guide

1. What is project management?

2. Circle True or False to the following statement:

The project management plan is the primary document containing the elements of planning, implementation and review.

True or False

3. At Schiavello, what type of project management software do they use?

4. Circle the correct answer for the following statement:

The set of tasks listed in a project plan can be divided up into key phases, known as?

- a) Keystones
- b) Milestones
- c) Phasestones
- d) Megastones

5. What can team members use to document their work and progress?

6. Define an action plan.

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7. What is a Mind Map?

8. When do you use a SWOT analysis?

9. Circle True or False to the following statement:

Initially the action plan lists the broad processes involved in the project. As the project progresses, the plan is never changed.

True or False

10. How can a Gantt chart be used in project management?

11. Circle True or False to the following statement:

Cost is a critical factor in design as products must be affordable for their intended market.

True or False

12. Explain how a budget can be used in project management.

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13. How can a project be evaluated?

14. Designers must take into account various constraints that are written into the proposal. What are these constraints?

15. Circle True or False to the following statement:

Health and safety is delivered by professional health and safety advisers.

True or False

Extension Activities

1. In a small group, work out what Project Management Plan steps you would follow for designing and manufacturing a computer desk?
2. A designer is designing new furniture for a client. Which process should be ongoing throughout the project's development?
3. Why is the use of sustainable materials important to designers?
4. A client has asked you to design and manufacture a side entry gate for their house which has dimensions 1500mm by 900mm, produce a budget for the completion of this project.
5. You have decided to produce hats for the school swimming carnival. Create a Project Management Plan for your project, including a Gantt chart and budget.

Suggested Student Responses

Initiate Prior Learning

1. Define the following terms:
 - a) Gantt chart
A Gantt chart is a type of bar chart, developed by Henry Gantt, which illustrates a project schedule.
 - b) Budget
A budget is a financial plan and a list of all planned expenses and revenues.
 - c) Project plan
A Project plan states how to complete a project within a certain timeframe, usually with defined stages, and with designated resources.
 - d) Evaluation
Evaluation is systematic determination of merit, worth, and significance of something using criteria against a set of standards.
2. If you were managing the design and production of new furniture, what steps would you follow?
Answers will vary.
3. Do a web search and write an overview of Schiavello Office Furniture.
They design and manufacture office systems and occasional furniture. Schiavello products include workstations, seating, storage, demountable partitions and wall systems.
4. What is brainstorming?
The normal view of brainstorming is where a group of people sit in a room and shout out ideas as they occur to them. They are told to lose their inhibitions and that no ideas will be judged so that people are free to shout out any ideas at all without feeling uncomfortable. People should build on the ideas called out by other participants. The purpose of this is to gain as many ideas as possible for later analysis. Out of the many ideas suggested there will be some of great value. Because of the free-thinking environment, the session will help promote radical new ideas which break free from normal ways of thinking.
5. You are part of a group and need to keep a record of each meeting. How would you do this?
Answers will vary.

Active Viewing Guide

1. What is project management?

A method of controlling the design process from concept through to production.

2. Circle True or False to the following statement:

The project management plan is the primary document containing the elements of planning, implementation and review.

True or **False**

3. At Schiavello, what type of project management software do they use?

Microsoft Project

4. Circle the correct answer for the following statement:

The set of tasks listed in a project plan can be divided up into key phases, known as?

- a) Keystones
- b) Milestones**
- c) Phasestones
- d) Megastones

5. What can team members use to document their work and progress?

Log books, journals, diaries and diagrams.

6. Define an action plan.

It outlines what is planned from the beginning to the end of the design project.

7. What is a Mind Map?

A diagram that uses words, ideas, tasks, images and other relevant material around the central concept or problem.

8. When do you use a SWOT analysis?

It is used when you're looking at the strengths and weaknesses of the team, where there are opportunities for you to do better, and where the threats might arise.

9. Circle True or False to the following statement:

Initially the action plan lists the broad processes involved in the project. As the project progresses, the plan is never changed.

True or **False**

10. How can a Gantt chart be used in project management?

It can be used to display tasks and times within the overall project schedule. It shows the start and finish dates of each phase which, as the project progresses, can then indicate the actual time spent on each task.

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11. Circle True or False to the following statement:

Cost is a critical factor in design as products must be affordable for their intended market.

True or False

12. Explain how a budget can be used in project management.

A budget is established at the beginning of the project. The costs involved must be researched thoroughly and quotes should be obtained from suppliers, manufacturers and contractors.

13. How can a project be evaluated?

Refer back to the original proposal or brief, and evaluate the plans by asking questions: Will the desired outcome be achieved? Are the timelines realistic? Have unexpected delays been factored in? Is there enough money in the budget to complete the project?

14. Designers must take into account various constraints that are written into the proposal. What are these constraints?

The various restraints written into the proposal include environmental, aesthetic, life cycle and health & safety constraints.

15. Circle True or False to the following statement:

Health and safety is delivered by professional health and safety advisers.

True or False

Health and safety can't be delivered by a few professional health and safety advisers. Everyone's got to make a contribution.

Extension Activities

1. In a small group, work out what Project Management Plan steps you would follow for designing and manufacturing a computer desk?
Create an Action Plan, Time Plan and a Finance Plan. Then apply and evaluate the Management Plan
2. A designer is designing new furniture for a client. Which process should be ongoing throughout the project's development?
Evaluating the project's progress in relation to meeting the client's needs.
3. Why is the use of sustainable materials important to designers?
To minimize the negative impact of products on society and the environment.
4. A client has asked you to design and manufacture a side entry gate for their house, which has dimensions 1500mm by 900mm. Produce a budget for the completion of this project.
Various student answers depending on material selected.
5. You have decided to produce hats for the school swimming carnival. Create a Project Management Plan for your project, including a Gantt chart and budget.
Various student answers