

# Developing a Project

## Seminar 1

SMART criterion, developing project idea and name



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Project Management

## 1. **PART** (5-10 min.)

- Introduction to your project and answering any questions

## • **2. PART** (55 min.)

- Working together – Project should be SMART (20mins)
- Task 1 - Develop a project “My Schedule Today“ (30mins)
- Create a groups of up to 3 people for working on the project (5mins)

## 3. **PART** (30 min.)

- Task 2. Choose a project topic and name (what is appropriate to use as a project - feedback from the tutor) write down ideas, students choose 3 topics and then determine the "+" and "-" of the ideas (advantages and disadvantages, whether to implement as a project) (25mins)
  - Vevox quiz (5mins)
  - There will be feedback as needed during the time of the groups working on each section of their project and according to the needs of each group/students)
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# Introduction

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## Seminar paper (assignment)

- You need to complete an assignment (seminar paper) for max. of 30 points (30% of final grade).
  - The **due date is 15.12.2024 (midnight)**.
  - Upload (doc/pdf file) to Information System (homework vaults-will specify it later on)
  
  - You need to **present your assignment** (seminar paper) during the last lecture on **18.12.2024**.
  - It will be a **10-15 minutes presentation in class**.
  - Max. of 5 points (5% of final grade)
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## Learning and practice objectives

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On the end of this seminar you should be able to:

- choose an idea suitable for your project
- define your project to be SMART
- identify each phase of your project and their products

# What is a project management

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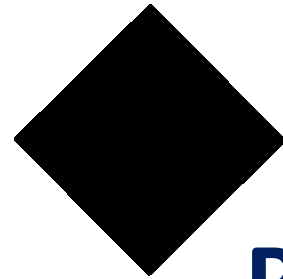
Project management is the planning, organizing, directing, and controlling of company resources for a relatively short-term objective that has been established to complete specific goals and objectives.

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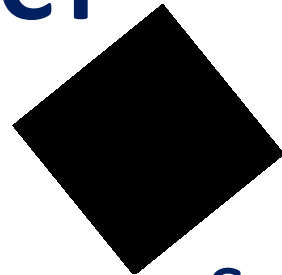
# What is a project?



Unique product,  
service, or result



**PROJECT**



Conforming to specific  
requirements including  
costs and resources

Time-bound

Specific objective

# What is a project?

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## Project proposal

- Project exist as a problem or an idea.
- We investigate the current state of the problem and set the aim or desired result of the project

### Example:

1. Looking for an accommodation for a family;
2. Improve chances of refugees to find a job;
3. Help microbusinesses to find new channels to distribute and sell their products and services

## Desired results of the project or aim of project

### Example:

1. Build a house/buy and refurbish an apartment;
  2. Start training courses for refugees;
  3. Establish regular marketplaces in town or online marketplaces
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# Working together - Project should be SMART



- We will define what does SMART mean and working together on examples.

 Specific	 Measurable	 Attainable	 Realistic	 Time-bound
<p>Do: Set real numbers with real deadlines.</p> <p>Don't: Say, "I want more visitors."</p>	<p>Do: Make sure your goal is trackable.</p> <p>Don't: Hide behind buzzwords like, "brand engagement," or, "social influence."</p>	<p>Do: Work towards a goal that is challenging, but possible.</p> <p>Don't: Try to take over the world in one night.</p>	<p>Do: Be honest with yourself- you know what you and your team are capable of.</p> <p>Don't: Forget any hurdles you may have to overcome.</p>	<p>Do: Give yourself a deadline.</p> <p>Don't: Keep pushing towards a goal you might hit, "some day."</p>



# Project should be SMART

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## Examples:

1. Looking for an accommodation for a family;
2. Improve chances of refugees to find a job;
3. Help microbusinesses to find new channels to distribute and sell their products and services

**S** Specific – You want to build a house / buy and refurbish an apartment in certain locality

**M** Measurable – How many training courses do you need to set up and for how many people?

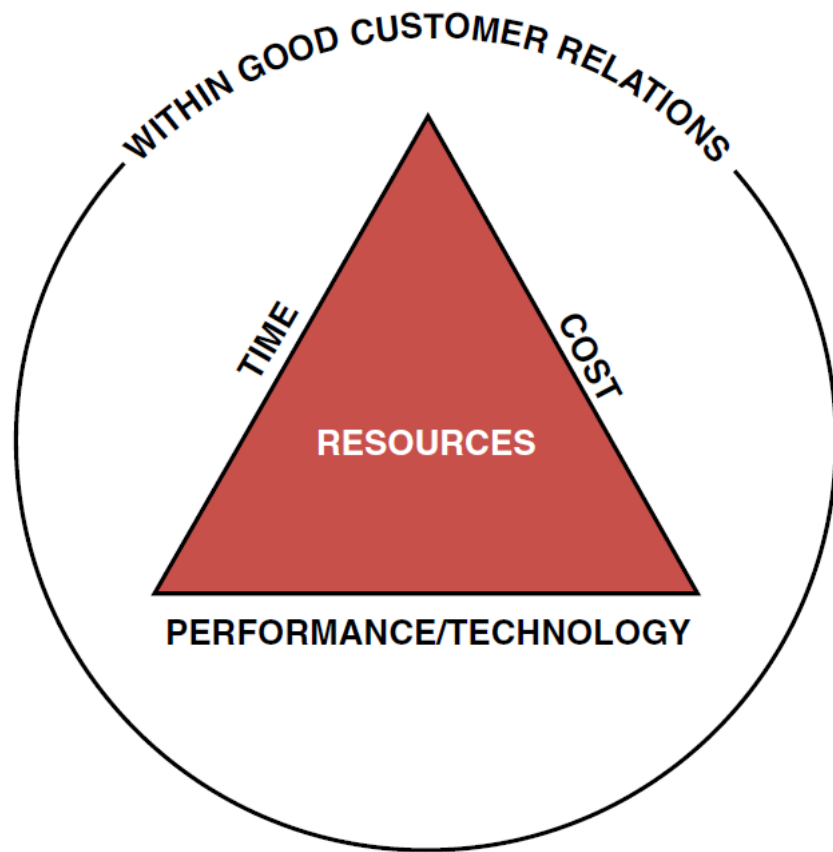
**A** Attainable – Marketplace example – the size of the place/rent; website – set up, maintenance, costs

**R** Realistic – Refugee example – qualification needed on the job market / are they able to learn such qualifications?

**T** Timebound – When we need to reach our goal – we need to move to our new home within one year.

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# Project triangle



Unique product,  
service, or result

Conforming to  
specific requirements  
including costs and  
resources

**PROJECT**

Time-bound

Specific objective



# Task 1 – Individual work

## Develop a project “My Schedule Today”:

- Set a goal (quantifiable-SMART)
- Time schedule of a day, logic of compiling a sequence of activities (time + activities)
- Assign resources to activities (personnel, costs - quantified in a currency)
- Identify project risks

## Recommendation:

- Limited time - 1 day: start 00:01 - end 24:00
- All activities are focused on achieving your goal (result / benefit that can be verified)
- Costs of all resources (morning breakfast, travelling, activities, shopping, etc.), hidden costs - energy consumption, housing, services, etc.)
- Summarize the main findings and the overall budget of the project



## Task 2 – Individual work

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Choose the name of your project (for your seminar paper)

- 10 minutes to write down ideas
  - Select 3 options
  - Determine the “pros” and “cons” of the selected options (advantages and disadvantages, whether is it feasible to implement it as a project)
  - Choose the final idea
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Questions...

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Any problems with the idea for your project?

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# Vevox questions

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Join at:  
**vevox.app**

ID:  
**105-705-523**

The session has not started

**START SESSION**

RE-OPEN

WHAT DOES ACRONYM  
SMART MEAN? 1/3