

PROJECT PLANNING FORM

Project title:

Designer(s) in project: Scott Simpson

Environment: Medium-size business

Audience / Grade level(s): Adult stakeholders at a Medium-size business

Content / Subjects: Workspace planning

**STANDARDS-FOCUSED
PROJECT BASED LEARNING**
Modified from the Buck Institute for
Education

Begin with the End in Mind

Summarize the theme or “big idea” for this project.

The goal of this project is to generate a few team-created space usage ideas for an architect who will be designing their new work area.

Identify the content standards / objectives that the learner will learn in this project. Try to get two to three for each subject or content area covered.

The learners will engage with workflow, space planning, and team dynamics topics.

Identify the key skills learners will learn in this project.

List only those skills you plan to assess.

Learners will learn about space planning, workgroup management, and creating a group presentation.

Identify the habits of mind that learners will practice.

Managing Impulsivity; Thinking Flexibly; Questioning and Posing Problems; Applying Past Knowledge to New Situations; Thinking and Communicating with Clarity and Precision; Creating, Imagining, and Innovating; Thinking Interdependently

Identify district outcomes / stakeholder mission language that will be met in this project.

Craft the Driving Question

State the essential question or problem statement for the project. The statement should encompass all project content and outcomes, and provide a central focus for learner inquiry.

We are going to be leasing a new building to help ease the pressure of our rapid expansion. We would like you and your team to give us a proposal as to how you could most efficiently use the new space, and how you share the space with other teams.

Your team will provide:

- a written summary
- an example floor plan
- a presentation that you will then present to the architect if your group is one of the three chosen by the executives to do so.

In your plan, you may repurpose office furniture that your team uses. Keep in mind that any additions of furniture, design elements, wiring, etc. will be costs your team must justify. Your target budget is \$40,000.

Consider well how to use the space and how to organize your team environment. We hope to keep this building for many years, and of course, we want to find the most efficient use possible for it.

Plan the Assessment

Step 1: Define the products and artifacts for the project:

- a. **Early in the project:** Floor plan example, showing notable details
- b. **During the project:** Written summary explaining design rationale
- c. **End of the project:** 3-5 minute presentation targeted to execs and architect.

Step 2: State the criteria for exemplary performance for each product:

Product: Floor Plan	Criteria: The floor plan is clearly drawn and labeled. It is evident that workflow and team interaction is taken into account.
Product: Written summary	Criteria: The summary details the rationale for design choices made, and discusses not only why choices were made but also why other options were decided against. The summary is articulate and would make sense to a reader without seeing the floor plan also.
Product: 3-5 minute presentation	Criteria: The presentation is well-crafted, engaging, and details why the team needs the space, what design aspects they would introduce to help them work more efficiently, and is presented confidently.
Product:	Criteria:
Product:	Criteria:

Map the Project

Look at one major product for the project and analyze the tasks necessary to produce a high-quality product. What do learners need to know and be able to do to complete the tasks successfully? How and when will they learn the necessary knowledge and skills?

Product: Written summary

Check appropriate box

Knowledge and skills needed	Already Learned	Taught before project	Taught during project
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What project tools will you use?

- | | |
|--|---------------------------------|
| <input type="checkbox"/> Know / Need to know lists | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Daily Goal Sheets | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Journals / Reports | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Briefs | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Task Lists | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Problem Logs | <input type="checkbox"/> Other: |

Map the Project

Create a storyboard for the project, with activities, resources, timelines, and milestones.

NOTE: You CANNOT build that storyboard on this document. You will need to build it in a separate document and upload it with this form.

<http://www.needofficespace.com/freeofficespacedesigntool.php>

[http://www.rdbmagazine.com/print/Residential-Design-and-Build/Designing-Effective-Office-Space/1\\$334](http://www.rdbmagazine.com/print/Residential-Design-and-Build/Designing-Effective-Office-Space/1$334)

<http://blog.ounodesign.com/2009/05/02/how-rooms-and-architecture-affect-mood-and-creativity/>

http://www.huffingtonpost.com/dylan-kendall/how-to-be-happy_b_650578.html

<http://www.startupnation.com/articles/3712/1/tip-sheet-office-design.asp>

<http://www.productivity501.com/home-office-effective-design/6937/>

Manage the Project

List the preparations necessary to address needs for differentiated instruction for ESL, novice / experts, or learners with diverse learning styles / needs.

How will you and your students reflect on and evaluate the project?

- Class discussion
- Fishbowl
- Student-facilitated formal debrief
- Teacher-led formal debrief
- Student-facilitated formal debrief
- Individual evaluations
- Group evaluations
- Other: