The goal of this workshop is to apply the knowledge, skills, and experiences you have gained in the area of problem solving from your courses by working as a team. The workshop provides the space and time for you to work on your project.

This syllabus is intended to serve as a guideline for SPDA 3121. Both UNT and your professor reserve the right to make modifications in content, schedule and requirements as necessary to promote the optimal educational experience within prevailing conditions affecting this course.

**Name:** Dr. Ajay Aggarwal  
**Office Hours and Location:** FRLD Room 353, Desk KK  
 **Times:** TBA and by appointment  
**Phone:** 972-668-7359  
**Email:** ajay.aggarwal@unt.edu

**Communication Expectations:** You can contact your instructors through Canvas messaging or via email.

**Email correspondence:**
When corresponding through email or Canvas messaging, please do the following:

- Please do not reply to group emails (unless the instructor requests such responses). Instead, start a new thread with a new subject line. Emails sent via a “reply” to a group email may not be answered, simply because it may be missed if it is included in “group” emails. Only hit “reply” to emails that are sent directly to you.
- Be clear in subject lines. If the email is critical and needs the instructor’s immediate attention, please include *important* within the subject line. This is especially helpful during weekends.
- Always be polite and respectful in every email.

Your instructor will reply to your emails within 24 hours during weekdays, and by Sunday evening for emails sent over the weekend. For tips on effective online communication, please refer to these [Online Communication Tips](#).

**Welcome to UNT!**
As members of the UNT community, we have all made a commitment to be part of an institution that respects and values the identities of the students and employees with whom we interact. UNT does not tolerate identity-based discrimination, harassment, and retaliation. UNT’s full Non-Discrimination Policy can be found in the UNT Policies section of the syllabus.

**Course Objectives**

**Course Goals**
- Use Project Management frameworks to plan a project.
- Create a Project Charter
• Demonstrate how and when to use basic tools and techniques to plan, organize and manage a project and help with tasks requiring operational decision making.
• Communicate effectively with stakeholders.
• Do project work integrating design, analysis, and other courses
• Deliver final proposal to stakeholders.

Required Texts and Materials
No textbook is required. Helpful videos on key topics have been included in Canvas to guide you. As references, you are encouraged to consult these two helpful texts:

Course Technology Requirements and Skills:
• Computer with webcam
• Reliable Internet service
• Microphone/speakers
• Microsoft Office Suite
• Canvas Technical Requirements (https://clear.unt.edu/supported-technologies/canvas/requirements)
• Using presentation program
• Using email with attachments
•Downloading and installing software

Canvas
Canvas will contain the following: syllabus, assignment descriptions, videos on many helpful topics, and other helpful resources. Grades will be posted online throughout the semester. Please check Canvas regularly.

Technical Assistance
Part of working in the online environment involves dealing with the inconveniences and frustration that can arise when technology breaks down or does not perform as expected. Here at UNT we have a Student Help Desk that you can contact for help with Canvas or other technology issues.

UIT Help Desk: UIT Student Help Desk site (http://www.unt.edu/helpdesk/index.htm)
Email: helpdesk@unt.edu
Phone: 940-565-2324
In Person: Sage Hall, Room 130
Walk-In Availability: 8am-9pm
Telephone Availability:
• Sunday: noon-midnight
• Monday-Thursday: 8am-midnight
• Friday: 8am-8pm
SPDA 3121 Problem Solving Workshop

- Saturday: 9am-5pm

Laptop Checkout: 8am-7pm
Use (https://community.canvaslms.com/docs/DOC-10554-4212710328) for additional support.

UNT Policies

Academic Integrity Policy
Academic Integrity Standards and Consequences. According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism (this includes using chatGPT), and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University. [Insert specific sanction or academic penalty for specific academic integrity violation.]

ADA Policy
UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one’s specific course needs. Students may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the ODA website (https://disability.unt.edu/).

Prohibition of Discrimination, Harassment, and Retaliation (Policy 16.004)
The University of North Texas (UNT) prohibits discrimination and harassment because of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law in its application and admission processes; educational programs and activities; employment policies, procedures, and processes; and university facilities. The University takes active measures to prevent such conduct and investigates and takes remedial action when appropriate.

Emergency Notification & Procedures
UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Canvas for contingency plans for covering course materials.

Retention of Student Records
Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Canvas online system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have the right to view their individual record; however, information about student’s records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public
Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the University’s policy. See UNT Policy 10.10, Records Management and Retention for additional information.

**Acceptable Student Behavior**
Student behavior that interferes with an instructor’s ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The University's expectations for student conduct apply to all instructional forums, including University and electronic classroom, labs, discussion groups, field trips, etc. Visit UNT’s Code of Student Conduct (https://deanofstudents.unt.edu/conduct) to learn more.

**Access to Information - Eagle Connect**
Students’ access point for business and academic services at UNT is located at: my.unt.edu. All official communication from the University will be delivered to a student’s Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward e-mail Eagle Connect (https://it.unt.edu/eagleconnect).

**Student Evaluation Administration Dates**
Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The survey will be made available during weeks 13, 14 and 15 [insert administration dates] of the long semesters to provide students with an opportunity to evaluate how this course is taught. Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" (no-reply@iasystem.org) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey they will receive a confirmation email that the survey has been submitted. For additional information, please visit the SPOT website (http://spot.unt.edu/) or email spot@unt.edu

**Sexual Assault Prevention**
UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination on the basis of sex, and therefore prohibit sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and/or sexual assault, there are campus resources available to provide support and assistance. UNT’s Survivor Advocates can assist a student who has been impacted by violence by filing protective orders, completing crime victim’s compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off campus. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-565-2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at oeo@unt.edu or at (940) 565 2759.

**Important Notice for F-1 Students taking Distance Education Courses**

*Federal Regulation*
To read detailed Immigration and Customs Enforcement regulations for F-1 students taking online courses, please go to the Electronic Code of Federal Regulations website (http://www.ecfr.gov/). The specific portion concerning distance education courses is located at Title 8 CFR 214.2 Paragraph (f)(6)(i)(G). The paragraph reads:

(G) For F-1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class. An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F-1 student's course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement.

University of North Texas Compliance

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course. If such an on-campus activity is required, it is the student’s responsibility to do the following:

1. Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.
2. Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact the UNT International Student and Scholar Services Office (telephone 940-565-2195 or email internationaladvising@unt.edu) to get clarification before the one-week deadline.

Student Verification

UNT takes measures to protect the integrity of educational credentials awarded to students enrolled in distance education courses by verifying student identity, protecting student privacy, and notifying students of any special meeting times/locations or additional charges associated with student identity verification in distance education courses.

See UNT Policy 07-002 Student Identity Verification, Privacy, and Notification and Distance Education Courses (https://policy.unt.edu/policy/07-002).

Use of Student Work

A student owns the copyright for all work (e.g. software, photographs, reports, presentations, and email postings) he or she creates within a class and the University is not entitled to use any student work without the student’s permission unless all of the following criteria are met:

- The work is used only once.
• The work is not used in its entirety.
• Use of the work does not affect any potential profits from the work.
• The student is not identified.
• The work is identified as student work.

If the use of the work does not meet all of the above criteria, then the University office or department using the work must obtain the student’s written permission.

Download the UNT System Permission, Waiver and Release Form

Transmission and Recording of Student Images in Electronically-Delivered Courses

1. No permission is needed from a student for his or her image or voice to be transmitted live via videoconference or streaming media, but all students should be informed when courses are to be conducted using either method of delivery.

2. In the event an instructor records student presentation, he or she must obtain permission from the student using a signed release in order to use the recording for future classes in accordance with the Use of Student-Created Work guidelines above.

3. Instructors who video-record their class lectures with the intention of re-using some or all of recordings for future class offerings must notify students on the course syllabus if students' images may appear on video. Instructors are also advised to provide accommodation for students who do not wish to appear in class recordings.

This course employs lecture capture technology to record classes. Students may occasionally appear on video. The lecture recordings will be available to you for study purposes and may also be reused in future course offerings.

Class Recordings & Student Likenesses

Synchronous (live) sessions in this course will be recorded for students enrolled in this class section to refer to throughout the semester. Class recordings are the intellectual property of the university or instructor and are reserved for use only by students in this class and only for educational purposes. Students may not post or otherwise share the recordings outside the class, or outside the Canvas Learning Management System, in any form. Failing to follow this restriction is a violation of the UNT Code of Student Conduct and could lead to disciplinary action.

Academic Support & Student Services

Student Support Services

Mental Health

UNT provides mental health resources to students to help ensure there are numerous outlets to turn to that wholeheartedly care for and are there for students in need, regardless of the nature of an issue or its severity. Listed below are several resources on campus that can support your academic success and mental well-being:
• **Student Health and Wellness Center** (https://studentaffairs.unt.edu/student-health-and-wellness-center)
• **Counseling and Testing Services** (https://studentaffairs.unt.edu/counseling-and-testing-services)
• **UNT Care Team** (https://studentaffairs.unt.edu/care)
• **UNT Psychiatric Services** (https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry)
• **Individual Counseling** (https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling)

**Chosen Names**
A chosen name is a name that a person goes by that may or may not match their legal name. If you have a chosen name that is different from your legal name and would like that to be used in class, please let the instructor know. Below is a list of resources for updating your chosen name at UNT.

• **UNT Records**
• **UNT ID Card**
• **UNT Email Address**
• **Legal Name**

*UNT euIDs cannot be changed at this time. The collaborating offices are working on a process to make this option accessible to UNT community members.*

**Pronouns**
Pronouns (she/her, they/them, he/him, etc.) are a public way for people to address you, much like your name, and can be shared with a name when making an introduction, both virtually and in-person. Just as we ask and don’t assume someone’s name, we should also ask and not assume someone’s pronouns.

You can [add your pronouns to your Canvas account](https://canvas.unt.edu) so that they follow your name when posting to discussion boards, submitting assignments, etc.

Below is a list of additional resources regarding pronouns and their usage:

- What are pronouns and why are they important?
- How do I use pronouns?
- How do I share my pronouns?
- How do I ask for another person’s pronouns?
- How do I correct myself or others when the wrong pronoun is used?

**Additional Student Support Services**
• [Registrar](https://registrar.unt.edu/registration)
• [Financial Aid](https://financialaid.unt.edu/)
• [Student Legal Services](https://studentaffairs.unt.edu/student-legal-services)
• [Career Center](https://studentaffairs.unt.edu/career-center)
• [Multicultural Center](https://edo.unt.edu/multicultural-center)
• [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services)
Course Policies

Acceptable Student Behavior

Student behavior that interferes with an instructor’s ability to conduct a class or other students’ opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Center for Student Rights and Responsibilities to consider whether the student’s conduct violated the Code of Student Conduct. The university’s expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at www.unt.edu/csrr

Code of Student Conduct

All persons shall adhere to the Code of Student Conduct regarding academic dishonesty, including acts of cheating and plagiarism. See 18.1.16 Student Standards of Academic Integrity.

Cheating.
The use of unauthorized assistance in an academic exercise, including but not limited to:

1) Use of any unauthorized assistance to take exams, tests, quizzes or other assessments;
2) Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments;
3) Acquisition, without permission, of tests, notes or other academic materials belonging to a faculty or staff member of the University;
4) Due submission of a paper or project, or re-submission of a paper or project to a different class without express permission from the instructor;
5) Any other act designed to give a student an unfair advantage on an academic assignment.

Plagiarism.
Use of another’s thoughts or words without proper attribution in any academic exercise, regardless of the student’s intent, including but not limited to:

1) The knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgement or citation.
2) The knowing or negligent unacknowledged use of materials prepared by another person or by an agency engaged in selling term papers or other academic materials.” (Policies of the University of North Texas, 2012, Section 18.1.16, pg. 3-4).

Rules for citing quotes and ideas can be found in the Publication Manual of the American Psychological Association, 6th edition. Please note: Intentionality is not an issue regarding plagiarism. Even if a student plagiarizes without intending to do so, it is still considered plagiarism and will result in the appropriate consequences. Students are urged to review the parameters and provisions of plagiarism to avoid any potential plagiarism issues.

Punishments for cheating or plagiarism range from a grade of ZERO points on the assignment in question to failure of the course. You can find additional information on the University policy regarding plagiarism.
and academic dishonesty at http://policy.unt.edu/sites/default/files/untpolicy/pdf/7-Student_Affairs-Academic_Integrity.pdf

**Policy on Incompletes**
An “Incomplete” will be awarded only in cases where 75% of the coursework has been completed AND the grade is warranted by an excuse (e.g., medical, military). Inability to complete coursework in a timely fashion does not constitute an acceptable reason for requesting or receiving an incomplete. To request an incomplete please set up a meeting with your Instructors prior to the Final Exam period.

**SPOT evaluations**
The Student Perceptions of Teaching (SPOT) is a requirement for all organized classes at UNT. This short survey will be made available to you at the end of the semester, providing you a chance to comment on how this class is taught. Student feedback is important in order that the classroom environment can continue to evolve to meet the needs of students at UNT. Thus, SPOT is an important part of your participation in this class. Students may access the online SPOT via the email link sent to your my.unt email address.

**General Classroom Guidelines**

**In-class guidelines**

- Our modality for class instruction will be in—class (face-to-face).
- **No cell phone or laptop use is allowed except when needed to complete in-class activities.** This is strictly enforced.
- You are required to maintain a respectful attitude toward peers and instructor.
  - use audio function. Raise your hand (literal hand) and we will call on you.

**All students**

- All assignments are required by due date. Assignments will only be accepted as directed. Requests for extensions are permitted subject to instructor approval.
- Contact information: If you have any questions or concerns, please see me during office hours or via email. Your instructor will make every effort to respond in a timely manner (no longer than 24 hours).
- 24/7 rule: Please wait 24 hours (but no longer than 7 days) to contact your instructor with questions regarding a grade.

**Attendance and In-Class Participation**
Attendance and participation in class is crucial. Students are expected to attend all class meetings, arrive when the class begins, and remain until the class is dismissed. Attendance will be taken in class each day. Points may be deducted for absences Students with 4 or more absences may be removed from the rolls with an unsatisfactory grade. Unusual circumstances that require extended absences should be communicated to your instructor in a timely manner.

*Note: This point deduction does not impact your ability to make-up a major assignment with an excused absence.

**Absences during Presentations or Assignments**
If you are absent for an exam OR presentation, you can request to make up the assignment. (NOTE: Individual or Group Presentations cannot be made up.) The only absences that will be considered excused are death in the family, severe documentable personal illness, religious holidays, and participation in college sponsored activities (e.g., intercollegiate sports). Any student wishing to have an absence excused must provide appropriate documentation.
An absence WILL NOT be excused if you do not contact your instructor within 24 hours of the missed class.

All doctors’ notes must be signed by the doctor on official letter-head/prescription pad. (Routine visits to your doctor or dentist do NOT constitute an excused absence.) Notes that are not dated, signed, or verifiable will not be accepted. We reserve the right to decide if documentation is acceptable.

Please advise instructor prior to missed class, if possible, and provide appropriate documentation. This policy is STRICTLY enforced.

**Student Learning Objectives:**
- Understand what constitutes a project and have basic awareness of factors that may contribute to its success
- Have the ability to plan a project using project management framework
- Have the ability to create a project charter
- Learn basic tools and techniques to plan, organize and manage projects
- Learn the need and acquire the ability to communicate effectively with stakeholders
- Understand the importance of integrating design, analysis, and knowledge of other functional areas with projects
- Develop an appreciation for achieving project deliverables by promised deadlines to stakeholders

### Grading Policy/Method of Evaluation

<table>
<thead>
<tr>
<th>Item</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Attendance/Participation</strong></td>
<td>100</td>
</tr>
<tr>
<td><strong>Project Planning Documents</strong></td>
<td>150</td>
</tr>
<tr>
<td>Code of Conduct, Communications Plan, Scope Statement, Stakeholder Analysis, Milestone Schedule, Project Charter, Gantt Chart, and RACI document (10+10+10+10+10+25+50+25)</td>
<td></td>
</tr>
<tr>
<td><strong>Individual Progress Updates</strong></td>
<td>100</td>
</tr>
<tr>
<td>Individual Status Update #1, Individual Status Update #2, Reflection Paper, Peer Review (20+20+40+20 = 100)</td>
<td></td>
</tr>
<tr>
<td><strong>Group Progress Updates</strong></td>
<td>50</td>
</tr>
<tr>
<td>Group Status Update #1, Group Status Update #2 (25+25 = 50)</td>
<td></td>
</tr>
<tr>
<td><strong>Presentations</strong></td>
<td>200</td>
</tr>
<tr>
<td>Kick off, Status update, Final Presentation (25+25+150 = 200)</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>600</td>
</tr>
</tbody>
</table>

**ASSIGNMENT DESCRIPTIONS for WORKSHOP,** (see point values above):

**Attendance/Participation:** Attendance and active participation are crucial for success in this class. Therefore, it is expected that students will regularly attend labs as well as come prepared to actively engage with the course materials. Participation grades are awarded at the sole discretion of the instructor.

**Individual Progress Updates**
Twice during the semester students will individually submit an individual progress (IP) status update, a reflection paper, and a peer review. The purpose of these assignments is to ensure your portion of the work is on task and your instructor is abreast of your progress. Each status update is worth 20 points, the reflective paper is worth 40 points, and the peer review is worth 20 points, for a total of 100 points.

Each IP status update should include the following:
- Key Accomplishments that you achieved individually
- Challenges or Impediments
- How you plan to overcome the impediments
- Your plan for the upcoming weeks

The reflective paper gives you the opportunity to reflect on your experience. Worth 40 points, this should include the following:
- How do you feel about the course and your project?
- Your experience in dealing with various stakeholders
- The manner in which you exercised creativity during various stages of the project?
- What you learned from this experience, if it changed or altered your thinking about the real world?
- Which part(s) of the project offered you the most challenge?
- What changes, if any, would you recommend to make the workshop/course more effective?

In peer review, you give feedback on your peers’ participation. Worth 20 points, this should include the following:
- Offer some feedback on your peers, and the participation process
- Your feelings about working in groups in the future
- Any recommended changes to alter the group dynamics to your liking

**Group Progress Updates**

Group Progress (GP) updates will be submitted as a group assignment two times during the semester to ensure your group work is on task and your instructor is abreast of your progress. Students may be required to submit via writing or oral presentation. Each project status assignment is worth 25 points.

Each Group Project Status assignment should include the following:
- Key Accomplishments
- Areas of Opportunity
- Plan for the upcoming weeks
- Updated Project Schedule
- Updated Action/ Issue Log

**Project Planning Documents**

Worth a total of 150 points (see the grading table for breakdown of points), the following should be included in your project planning documents:
- Code of conduct
- Communication Plan
- Scope Statement
- Stakeholder Analysis
- Milestone schedule
- Project charter
- Gantt Chart
- RACI

**Presentation**

An essential part of your grade, worth 200 points (see the grading table for breakdown of points), you should plan the following presentations for your project:
- Kick off meeting
- Status Update
- Final Presentation

Helpful videos to assist you in preparing your project planning and presentation documents have been included in Canvas.
## SPDA 3121- Tentative Course Schedule

<table>
<thead>
<tr>
<th>SPDA 3121 Lab Weekly Goals/Activities</th>
<th>What’s due for lab?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Weeks 1, 2, &amp; 3</strong></td>
<td></td>
</tr>
<tr>
<td>• Introduce Course/Policies/syllabus/Canvas</td>
<td></td>
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<tr>
<td>• Review project management &amp; Decision-Making concepts</td>
<td></td>
</tr>
<tr>
<td>• Project management &amp; Decision-Making</td>
<td></td>
</tr>
<tr>
<td>• Begin updating documents: Communication Plan, Code of Conduct, Scope statement, stakeholder analysis, milestone schedule, project charter.</td>
<td></td>
</tr>
<tr>
<td><strong>Weeks 4 &amp; 5</strong></td>
<td></td>
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<tr>
<td>➢ Project management &amp; Problem-Solving</td>
<td></td>
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<tr>
<td>➢ Gantt chart</td>
<td></td>
</tr>
<tr>
<td>➢ Prepare for Kick-off meeting</td>
<td></td>
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<tr>
<td>➢ Project Charter and updated documents due.</td>
<td></td>
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<tr>
<td>➢ Gantt chart due</td>
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<tr>
<td><strong>Week 6</strong></td>
<td></td>
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<tr>
<td>➢ Kick off meeting</td>
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<tr>
<td>➢ Kick off meeting</td>
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<tr>
<td><strong>Week 7</strong></td>
<td></td>
</tr>
<tr>
<td>➢ Project management &amp; Problem-Solving</td>
<td></td>
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<tr>
<td>➢ Project Work</td>
<td></td>
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<tr>
<td>➢ IP due</td>
<td></td>
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<tr>
<td>➢ RACI docs due</td>
<td></td>
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<tr>
<td><strong>Week 8, 9, 10, &amp; 11</strong></td>
<td></td>
</tr>
<tr>
<td>➢ Project management &amp; Decision-Making</td>
<td></td>
</tr>
<tr>
<td>➢ Project Work</td>
<td></td>
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<tr>
<td>➢ GP due</td>
<td></td>
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<tr>
<td><strong>Week 12</strong></td>
<td></td>
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<tr>
<td>➢ Status Update Presentation</td>
<td>Status-update presentation</td>
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<tr>
<td><strong>Week 13</strong></td>
<td></td>
</tr>
<tr>
<td>➢ Project Work</td>
<td></td>
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<tr>
<td>➢ IP due</td>
<td></td>
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<tr>
<td><strong>Week 14</strong></td>
<td></td>
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<tr>
<td>➢ Practice Presentation</td>
<td></td>
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<tr>
<td>➢ GP due</td>
<td></td>
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<tr>
<td><strong>Week 15</strong></td>
<td></td>
</tr>
<tr>
<td>➢ Final project presentation</td>
<td>Final project presentation</td>
</tr>
<tr>
<td><strong>Week 16</strong></td>
<td></td>
</tr>
</tbody>
</table>