**TADT 4938 Project Management**

**Team – Focused Project Assignment**

**Requirements:** Students will be assigned by the instructor to a team of 3 to 4 members. The team will propose a project topic for approval. The topic must be of sufficient rigor as to allow for the meaningful application of the project planning elements being studied and to demonstrate effective team/leadership communication, planning and cooperation to achieve the team’s objective. Teams will develop appropriate roles and responsibilities for each member and will utilize meeting minutes, memos and other documentation to support the coordination of the project related work and this documentation will be included in the project package when the project is submitted electronically.

The project elements themselves will be documented using Microsoft Word, Excel and Project software as applicable.

In addition to submitting the completed project’s written and graphic documents, each team will present a summary of their project as a formal presentation to the class using Microsoft Power Point as the presentation format. The presentation will be 10 to 15 slides in length and include an overview of the significant elements of the project planning process.