

DIG3521 Project Methodologies

Instructor

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Canvas Mail

Office Location

On-Campus

Office Hours

TBD

Course Number

DIG5931C

Semester/Year

Summer/2021

Course Credits

2 credits

Course Location

CISE 403

Course Meeting Times

M/T/W/Th

2-3:15pm

Course Recording

Recording 24-48 hours
after live recording.

Resource only.

Course Description

This course develops the competencies and skills for planning and controlling projects and understanding interpersonal issues that drive successful project outcomes. Focusing on the introduction of new products and processes, it examines the project management life cycle, defining project parameters, matrix management challenges, effective project management tools and techniques, and the role of a project manager. This course guides students through the fundamental project management tools and behavioral skills necessary to successfully launch, lead, and realize benefits from projects in hi-tech companies. The course is designed as a broad overview of project methodologies, with primary focus being on Agile/Scrum. Course elements include: Lectures, Case discussions, Guest speakers, Topical readings, Team projects.

Pre-Requisite Knowledge and Skills

Senior Status or Written Consent of Instructor

Objectives: By the end of this course, students will be able to:

- Demonstrate an understanding of fundamental tools used to manage projects in hi-tech.
- Interpret their respective ideas for new ventures, and formulate a plan on how to make it successful.
- Articulate their ideas, and communicate them effectively to others.
- Demonstrate an understanding of the managerial mindset and culture that has been developing in companies of all sizes in virtually every industry (focus on IT).
- Write a VR project proposal/pitch

Required Materials

- The VR Book by Jason Jerald
- [Click here for link](#)

Non-Required Materials

- "Scrum Guide" - <http://www.scrumguides.org/>
- "Learning Agile: Understanding Scrum, XP, Lean, and Kanban", O'Reilly Media –
 - [Click Here](#)

Course Schedule

This schedule is only a guide and is subject to change. Unless otherwise indicated, assignments and readings are due the day they are listed on the syllabus, not the following day.

Week	Subject	Assignment/ Quizzes
Week 1	1) Introduction to Project Management. 2) What is Emerging Media/VR. 3) Understanding VR Forms of Communication, Value Proposition, History of VR, Adverse Effects. 4) Experience AR/VR - play test games, experiences, and simulations to understand Strengths, Weakness, Threats, and Opportunities. (SWOT Analysis) 5) Undertake topical investigations into R&D for virtual worlds leading towards applied outcomes. Future of AR/VR.	Research Paper 1
Week 2	1) Forms of Reality, Forms of Hardware. 2) Immersion/Presence & Reality Tradeoffs. 3) Analysis of industry production/development tools. What areas of skill/study are required to make these experiences? 4) Convergence of Design, Development, and Project Management in a pipeline. Defining roles, skills, and responsibilities in a pipeline. 5) The Art of Project Management. 6) Define the Project: Stakeholders, Team Member. 7) Understanding Pipeline components and time management. 8) Planning and Pre-Production: How to assess/approach a project, goals/benchmarks that drive success.	Presentation 1 Research Paper 2
Week 3	1) Structures to completion: Methodologies/frameworks 2) Critical Path Forward, TPM/Agile 3) Agile Dev, SCRUM 4) Production and Post: Prototype, Alpha, Beta, Gold/Final	Presentation 2 Research Paper 3
Week 4	1) The Business Behind the build 2) Managing People: (Small Team dynamic) 3) Steps to successful implementation, Budgeting, Cost Analysis 4) Case Study #1	Presentation 3 Quiz 1
Week 5	1) Case Study #2 2) Brainstorming and Ideation 3) Final Project Research	
Week 6	1) Final project presentations – Create Idea presentation for experience of choice: Budget, Pipeline, Development Strategy, Client Relations, Pitch	Final Class Presentation

Evaluation of Grades

Assignment	Total Points	% of Grade
Class Participation: Students are expected to actively participate in class exercises, discussions, both in class as well as in course online forums and outside class group meetings.	100	10%
Quizzes: Quizzes cover the topics discussed class. Students will be quizzed upon the following course content: lectures, assignments, readings, homework, group work, and other external resources.	100	10%
Research Presentations: Students will present professional analysis and proposals on the current and emerging interactive media industry.	300	30%
Research Papers: Each student will write weekly research papers. Research papers will be graded based on their content, clear focus, creativity, and overall effectiveness.	300	30%
Final Presentation: In-class cumulative Final presentation and pitch on a new VR/AR idea for stakeholders.	200	20%

Grading Scale

Letter Grade	% Equivalency	GPA Equivalency
A	94 – 100%	4.0
A-	90 – 93%	3.67
B+	87 – 89%	3.33
B	84 – 86%	3.00
B-	80 – 83%	2.67
C+	77 – 79%	2.33
C	74 – 76%	2.00
C-	70 – 73%	1.67
D+	67 – 69%	1.33
D	64 – 66%	1.00
D-	60 – 63%	.67
E, I, NG, S-U, WF	0 – 59%	0.00

More information on grades and grading policies is here:

<https://catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/>

Materials and Supply Fees

Material and supply and equipment use fee information is available from the academic departments or from the schedule of courses (Florida Statutes 1009.24). The total course fee for this class is \$0.00.

The total course fee for each course is listed on the UF Schedule of Courses. (<https://registrar.ufl.edu/soc/>).

Course Policies

Attendance Policy, Class Expectations, and Make-Up Policy

We value participation more than mere attendance. Each Instructor is responsible for communicating the specific details of what percentage of your grade (if any) will be assigned to participation, and how class participation will be measured and graded.

In our course, attendance for campus is mandatory. You are required to attend the class on time to receive full credit for attendance as well as participate in the class by asking questions, answering questions, or engaging in the media in others forms during the live class. If you have more than **4 unexcused absences**, you cannot pass this course. Exempt from this policy are only those absences involving university-sponsored events, such as athletics and band, and religious holidays, family emergencies, and health issues for which **you must provide appropriate documentation in advance of the absence.**

Additionally, tardiness will not be tolerated. If you are tardy for three class periods, you will receive an unexcused absence.

Attendance and participation will be jointly graded on Canvas using the Attendance tool. By arriving on-time to class you will receive 50% of your grade. By participating/engaging throughout that class, you will receive the other 50% of your grade for that day. If you arrive late to class you will not receive your initial 50% of your grade for that day.

Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found at: <https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/>

Face-to-Face Instruction

We will have face-to-face instructional sessions to accomplish the student learning objectives of this course. In response to COVID-19, the following policies and requirements are in place to maintain your learning environment and to enhance the safety of our in-classroom interactions.

- You are required to wear approved face coverings at all times during class and within buildings. Following and enforcing these policies and requirements are all of our responsibility. Failure to do so will lead to a report to the Office of Student Conduct and Conflict Resolution.
- This course has been assigned a physical classroom with enough capacity to maintain physical distancing (6 feet between individuals) requirements. Please utilize designated seats and maintain appropriate spacing between students. Please do not move desks or stations.
- Sanitizing supplies are available in the classroom if you wish to wipe down your desks prior to sitting down and at the end of the class.
- Follow your instructor's guidance on how to enter and exit the classroom. Practice physical distancing to the extent possible when entering and exiting the classroom.
- If you are experiencing COVID-19 symptoms ([Click here for guidance from the CDC on symptoms of coronavirus](#)), please use the UF Health screening system and follow the instructions on whether you are able to attend class. [Click here for UF Health guidance on what to do if you have been exposed to or are experiencing Covid-19 symptoms.](#)
 - Course materials will be provided to you with an excused absence, and you will be given a reasonable amount of time to make up work. [Find more information in the university attendance policies.](#)

Course Technology

The students will be required to have access to and use a personal computer with the access to the Internet. Word editing software will be required for written assignments.

The University of Florida and Digital Worlds requires that students have access to and on-going use of a laptop/mobile computer for DIG courses in order to be able to function in the current learning environment. Digital Worlds requires each student's laptop computer to meet certain minimum specs for heavy graphics use, the requirements documented below must be met.

DW Technology Requirements: <http://digitalworlds.ufl.edu/programs/ba-in-digital-arts-sciences/new-student-buyers-guide/>

Course Communications

Students can communicate directly with the instructor regarding the course material through the course management system (CANVAS) using "Canvas Mail."

Course Technology Support

The [Technology Support Center](http://digitalworlds.ufl.edu/support) provides computer support for Digital Worlds students who access Zoom, lecture recordings, student equipment, facilities and other technology-based resources.
<http://digitalworlds.ufl.edu/support>

For computer assistance related to Zoon, lecture recordings, student equipment, and facilities request please [Submit a Help Ticket](#) or email support@digitalworlds.ufl.edu.

For support related to account services, technical consulting, mobile device services, software services, administrative support, application support center, and learning support services, please contact the [UF Computing Help Desk](#) available 24 hours a day, 7 days a week at 352-392-4357 or helpdesk@ufl.edu.

UF Policies

University Honesty Policy

UF students are bound by The Honor Pledge which states, "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment." The Honor Code (<https://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/>) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor or TAs in this class.

Class Demeanor

Students are expected to arrive to class on time and behave in a manner that is respectful to the instructor and to fellow students. Please avoid the use of cell phones and restrict eating to outside of the classroom. Opinions

held by other students should be respected in discussion, and conversations that do not contribute to the discussion should be held at minimum, if at all.

Students Requiring Accommodations

Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, <https://www.dso.ufl.edu/drc>) by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester.

Netiquette Communication Courtesy

All members of the class are expected to follow rules of common courtesy in all email messages, threaded discussions and chats, more information can be found at: <http://teach.ufl.edu/wp-content/uploads/2012/08/NetiquetteGuideforOnlineCourses.pdf>

Software Use

All faculty, staff, and students of the University are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against University policies and rules, disciplinary action will be taken as appropriate. We, the members of the University of Florida community, pledge to uphold ourselves and our peers to the highest standards of honesty and integrity.

Student Privacy

There are federal laws protecting your privacy with regards to grades earned in courses and on individual assignments. For more information, please see:

<http://registrar.ufl.edu/catalog0910/policies/regulationferpa.html>

Course Evaluation

"Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at <https://gatorevals.aa.ufl.edu/students/>. Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via <https://ufl.bluera.com/ufl/>. Summaries of course evaluation results are available to students at <https://gatorevals.aa.ufl.edu/public-results/>."

Campus Resources

U Matter, We Care:

If you or a friend is in distress, please contact umatter@ufl.edu or 352 392-1575 so that a team member can reach out to the student.

Counseling and Wellness Center: <http://www.counseling.ufl.edu/cwc>, and 392-1575; and the University Police Department: 392-1111 or 9-1-1 for emergencies.

Sexual Assault Recovery Services (SARS)

Student Health Care Center, 392-1161.

University Police Department at 392-1111 (or 9-1-1 for emergencies), or <http://www.police.ufl.edu/>.

E-learning Technical Support

352-392-4357 (select option 2) or e-mail to Learning- learning-support@ufl.edu

Career Connections Center

Reitz Union, 392-1601. Career assistance and counseling. <https://career.ufl.edu>

Library Support

Various ways to receive assistance with respect to using the libraries or finding resources.

<http://cms.uflib.ufl.edu/ask>

Teaching Center

Broward Hall, 392-2010 or 392-6420. General study skills and tutoring. <http://teachingcenter.ufl.edu/>

Writing Studio

2215 Turlington Hall, 846-1138. Help brainstorming, formatting, and writing papers.

<http://writing.ufl.edu/writing-studio/>

Student Complaints Campus

<http://regulations.ufl.edu/wp-content/uploads/2012/09/1.0063.pdf>

Online Students Complaints

<http://www.distance.ufl.edu/student-complaint-process>

Disclaimer: This syllabus represents the instructor's current plans and objectives. As we go through the semester, those plans may need to change to enhance the class learning opportunity. Such changes, communicated clearly, are not unusual and should be expected.