

THE ENGAGE PROJECT

Create Your Own Project and Touch People

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Charter:

The purpose of the “Engage Project” workshop is

- 1.) for you to discover some hidden creativity in yourself and*
- 2.) that we as a team bring new, exciting, engaging projects into life*
- 3.) that will start to touch peoples lives during the congress and in the near future.*

Lesson #1:

YOU can make a difference: Be Proactive.



يوم الهندسة المصري



Pen + Paper + YOU = ?

Lesson #2:

Ask Why and Define Expectations.

Create a Project Charter:

Why do we want to do this? (Purpose)

Define measurable objectives and success criteria.

Draft a high-level project description.

Identify stakeholders: Who will be affected (touched) by your project?

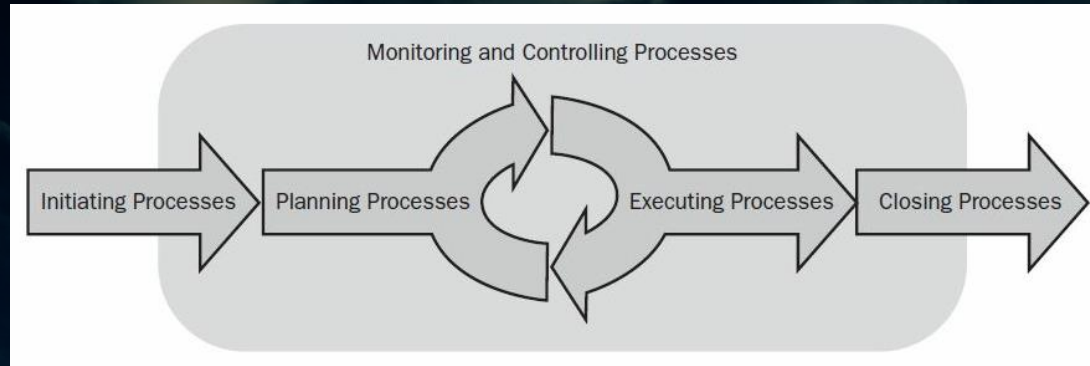
Draw a milestone schedule.



**After doing this homework you are ready
to go and change the world!**

Lesson #3:

Plan and Execute



- 1) Identify tasks and deliverables
- 2) Structure the work packages
- 3) Build your team and distribute ownership.
- 4) Refine the timeline.

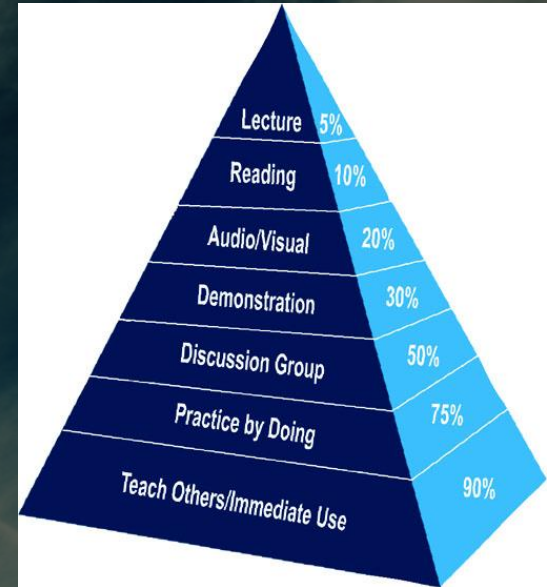
Now go and do it!


Lesson #4:

Maximize Your Learnings: Reflect and Share!

Skills particularly important for projects:

Teamwork, Motivation, Communication Skills
Presentation Skills, Body Language, Project
Management, Time Management, Creativity,
Persuading & Negotiation, Conflict
Management





Summary:

Lesson #1: You can make a difference: Be proactive!

Lesson #2: Ask Why and Define Expectations.

Lesson #3: Plan and Execute.

Lesson #4: Maximize Your Learnings: Reflect and Share!



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Hands-On

Hands-On: You and Your Team!

(3x5 minutes)

Who are you?

What do you do now and where do you see yourself in 5 years?

What are your strengths?

Do you know your weaknesses?

Please pick one of your former projects and describe it (e.g. your bachelor project, setting up a garden, fixing your smartphone screen ...)

Please share at least thing you learned from your past project?

Lesson #1: You can make a difference: Be proactive!

Lesson #4: Maximize Your Learnings: Reflect and Share!

Hands-On: Project Definition / Charter!

(15 minutes)

Who What do you want to do?

- *Do you have an idea already*
- *Where do you see current challenges of IEEE, your student branch, at your university, your community?*
- *Brainstorm with your team: Write down everything that comes to your mind and have a discussion*

What is the name of your project?

Why do you do this project?

What are your expectations?

- *How will you know that you succeeded?*
- *How will you know that you failed? – What is NOT the scope of your project?*

Lesson #2: Ask Why and Define Expectations.

Hands-On: Plan your Project

(15 minutes)

Define tasks: When do which results / resources have to be delivered / available?

Structure work packages: How can you structure all things that you need to do/deliver?

Define owners for the tasks and define a timeline when you would like to finish what.

Be inventive when you see challenges!

Lesson #3: Plan and Execute

Hands-On: Presentation

(10 minutes)

Prepare a 4 minutes presentation (e.g., 1-2 power point slides) where you answer the following questions:

Why?

What?

How?

Summary:

Lesson #1: You can make a difference: Be proactive!

Lesson #2: Ask Why and Define Expectations.

Lesson #3: Plan and Execute.

Lesson #4: Maximize Your Learnings: Reflect and Share!

Recommended Readings:

- Covey, Stephen R. *The 7 Habits of Highly Effective People: Restoring the Character Ethic.* [Rev. ed.]. New York: Free Press, 2004.

- Project Management Institute. 2004. *A guide to the project management body of knowledge (PMBOK guide).* Newtown Square, Pa: Project Management Institute.