SD5953

Successful Project Management

THE FRAMING EXERCISE

School of Design

The Polytechnic University of Hong Kong

PolyU Design

IMPORTANT

Please sit with the members of your final group project

Graham Leach, Instructor

www.graham-leach.com

polyusd5953@gmail.com

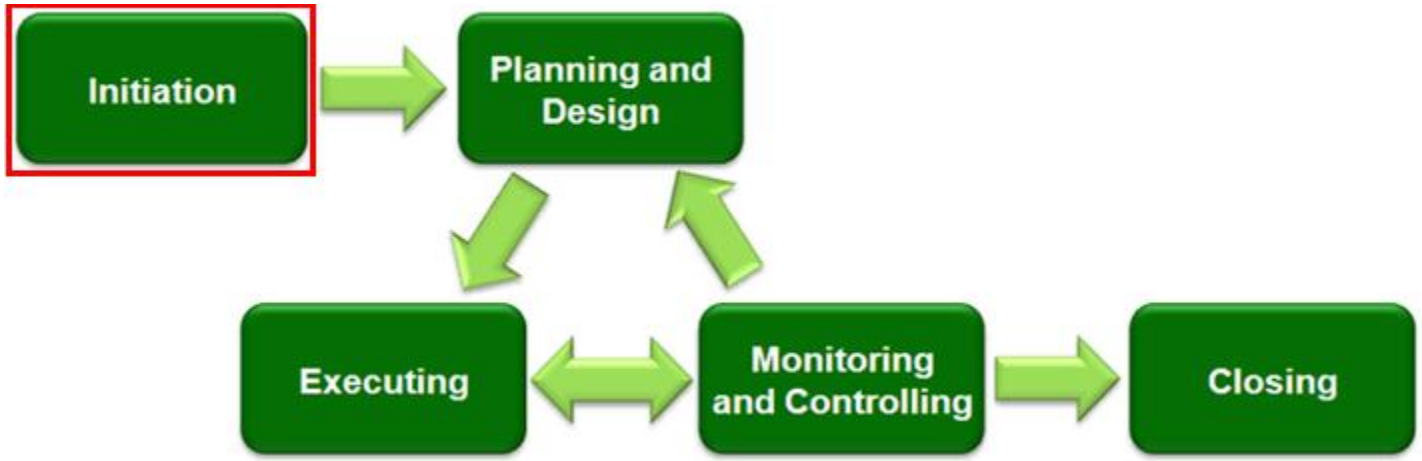
THE FRAMING EXERCISE

Framing Exercise

All projects begin with a pitch or some kind of high-level document that indicates the goal as well as required infrastructure, talents, money and time. It should include:

- A high-level description of the Project major deliverable;
- An inventory of all currently available assets;
- A roster of all available manpower;
- A rundown of available financial resources;
- A deadline by which you expect to deliver.

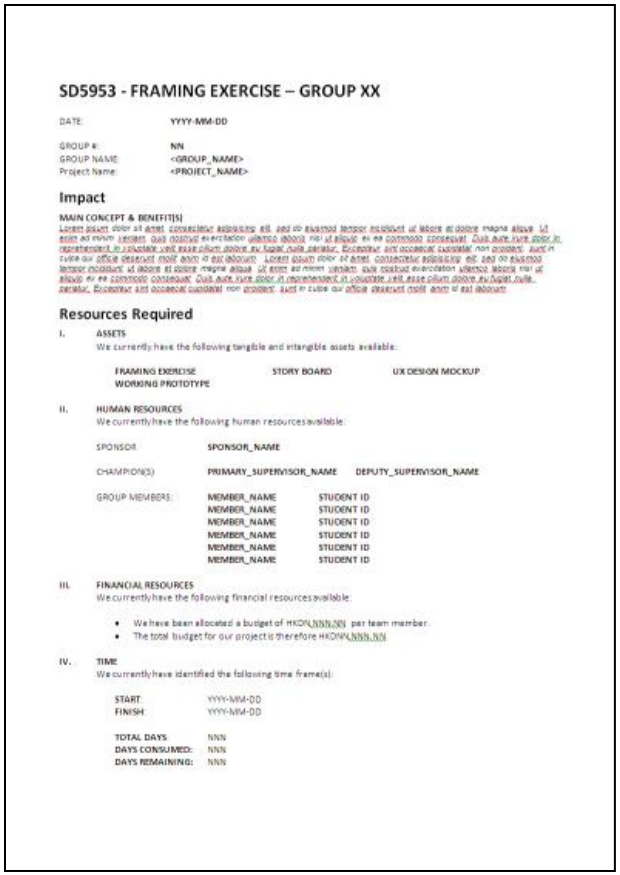
When Does it Happen?



What Does One Look Like?

A Framing Exercise (or Pitch) has the following sections:

- Contact Information
- Qualitative Information
- Quantitative Information



SD5953 - FRAMING EXERCISE – GROUP XX

DATE: YYYY-MM-DD

GROUP #: NN
GROUP NAME: <GROUP_NAME>
Project Name: <PROJECT_NAME>

Impact

MAIN CONCEPT & BENEFIT(S)

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Resources Required

I. ASSETS
We currently have the following tangible and intangible assets available:

FRAMING EXERCISE STORY BOARD UX DESIGN MOCKUP
WORKING PROTOTYPE

II. HUMAN RESOURCES
We currently have the following human resources available:

SPONSOR: SPONSOR_NAME

CHAMPION(S): PRIMARY_SUPERVISOR_NAME DEPUTY_SUPERVISOR_NAME

GROUP MEMBERS:

MEMBER_NAME	STUDENT ID
MEMBER_NAME	STUDENT ID
MEMBER_NAME	STUDENT ID
MEMBER_NAME	STUDENT ID
MEMBER_NAME	STUDENT ID
MEMBER_NAME	STUDENT ID

III. FINANCIAL RESOURCES
We currently have the following financial resources available:

- We have been allocated a budget of HKD\$,NNN,NN per team member.
- The total budget for our project is therefore HKD\$,NNN,NN

IV. TIME
We currently have identified the following time frame(s):

START: YYYY-MM-DD
FINISH: YYYY-MM-DD

TOTAL DAYS: NNN
DAYS CONSUMED: NNN
DAYS REMAINING: NNN

Contact Information

SD5953 - FRAMING EXERCISE – GROUP XX

DATE:	YYYY-MM-DD
GROUP #:	NN
GROUP NAME:	<GROUP_NAME>
PROJECT NAME:	<PROJECT_NAME>

Qualitative Information

Impact

MAIN CONCEPT & BENEFIT(S)

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Quantitative Information

Resources Required

I. ASSETS

We currently have the following tangible and intangible assets available:

FRAMING EXERCISE **STORY BOARD** **UX DESIGN MOCKUP**
WORKING PROTOTYPE

II. HUMAN RESOURCES

We currently have the following human resources available:

SPONSOR	**SPONSOR_NAME**	
CHAMPION(S)	**PRIMARY_SUPERVISOR_NAME**	**DEPUTY_SUPERVISOR_NAME**
GROUP MEMBERS:	**MEMBER_NAME**	**STUDENT ID**
	MEMBER_NAME	**STUDENT ID**
	MEMBER_NAME	**STUDENT ID**
	MEMBER_NAME	**STUDENT ID**
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III. FINANCIAL RESOURCES

We currently have the following financial resources available:

- We have been allocated a budget of HKDN,NNN.NN per team member.
- The total budget for our project is therefore HKDNN,NNN.NN.

IV. TIME

We currently have identified the following time frame(s):

START:	YYYY-MM-DD
FINISH:	YYYY-MM-DD
TOTAL DAYS:	NNN
DAYS CONSUMED:	NNN
DAYS REMAINING:	NNN

Assignment 01

Please submit a Framing Exercise concerning your FYP before midnight of the day prior to your next class, including:

- A high-level description of the Project major deliverable;
- An inventory of all currently available assets;
- A roster of all available manpower;
- A rundown of available financial resources;
- A deadline by which you expect to deliver.

Where to Submit Your Assignment 01

SD5953: Successful Project Management – The Framing Exercise

Graham Leach, Instructor

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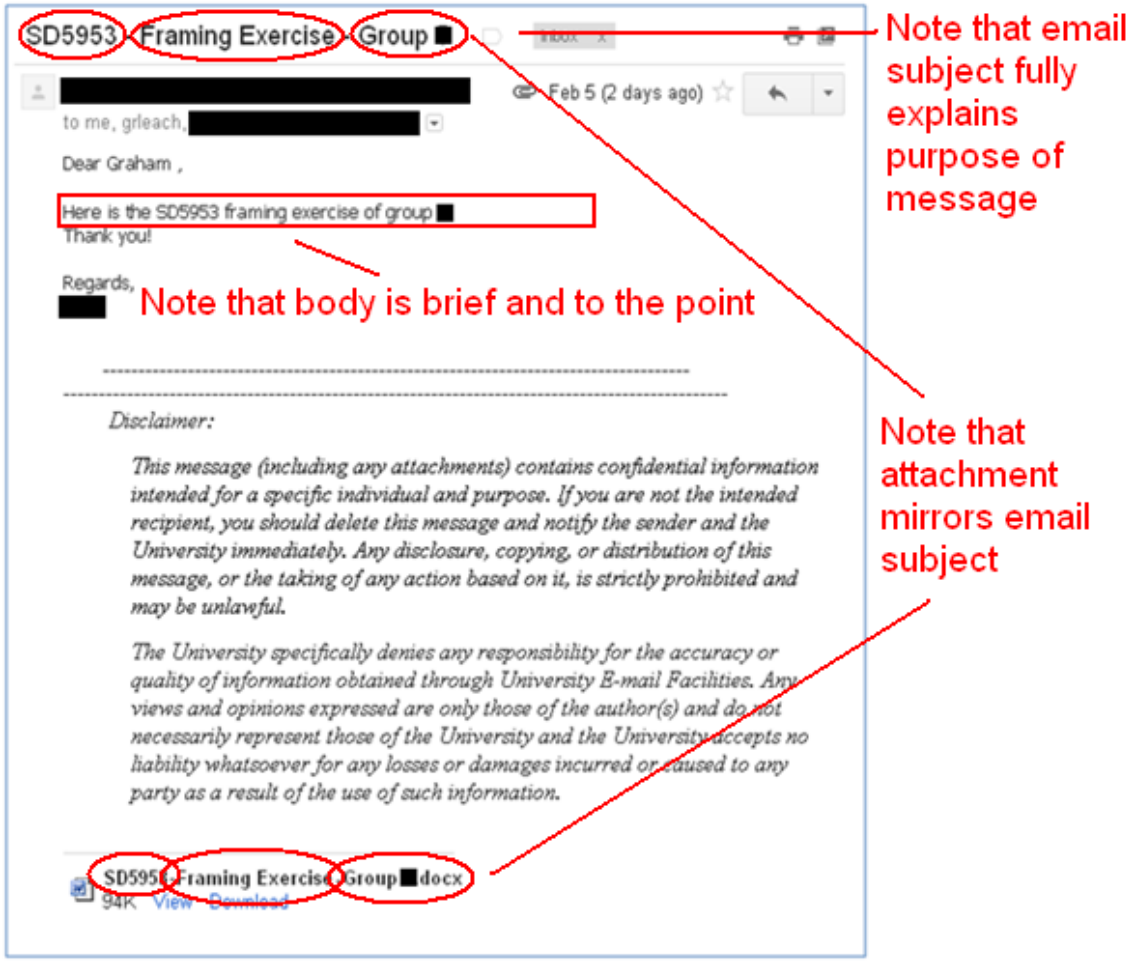
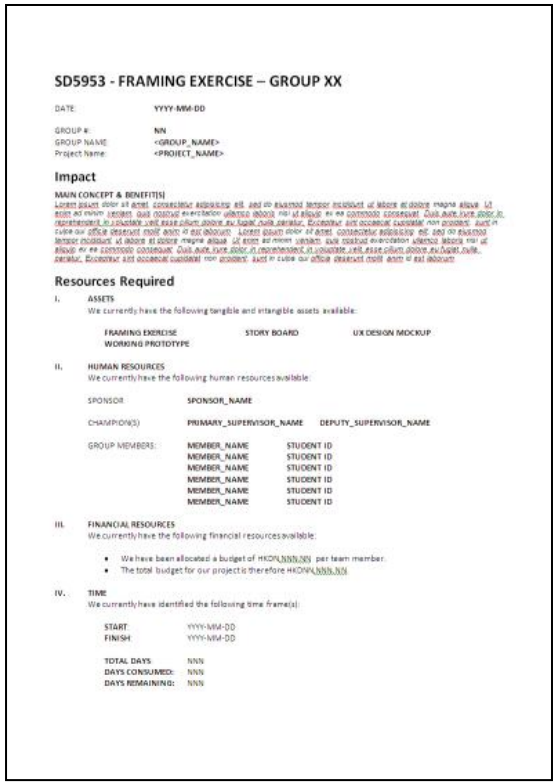
polyusd5953@gmail.com

The Hong Kong Polytechnic University 香港理工大學

What A Perfect Email Looks Like



Use The Provided Example



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DATE: YYYY-MM-DD

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MAIN CONCEPT & BENEFIT(S)
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TOTAL DAYS NNN
DAYS CONSUMED: NNN
DAYS REMAINING: NNN

An MS-WORD Example is on the website for you to follow

Please submit your work <u>WORD FORMAT</u>

PolyU Design

Questions?

Start Now