Cover Sheet: Request 14200

DIG3XXX Project Methodologies

Info

Process	Course|New|Ugrad/Pro
Status	Pending at PV - University Curriculum Committee (UCC)
Submitter	Phillip Klepacki pklepacki@arts.ufl.edu
Created	9/6/2019 11:35:14 AM
Updated	9/20/2019 4:07:31 PM
Description of request	Creation of new course that introduces skills for successfully planning and managing digital projects. Focusing on the production of digital games, animation, and digital audio/video, students will learn about management life cycle, project parameters, matrix management challenges, effective project management tools and techniques, interpersonal skills, and the role of a project manager.

Actions

Step	Status	Group	User	Comment	Updated
Department	Approved	CFA - Digital Worlds 015851001	James Oliverio		9/6/2019
DIG3XXX Project Methodologies V3.docx					9/6/2019
College	Approved	CFA - College of Fine Arts	Jennifer Setlow		9/20/2019
No document changes					
University Curriculum Committee	Pending	PV - University Curriculum Committee (UCC)			9/20/2019
No document changes					
Statewide Course Numbering System					
No document changes					
Office of the Registrar					
No document changes					
Student Academic Support System					
No document changes					
Catalog					
No document changes					
College Notified					
No document changes					

Course|New for request 14200

Info

Request: DIG3XXX Project Methodologies
Description of request: Creation of new course that introduces skills for successfully planning and managing digital projects. Focusing on the production of digital games, animation, and digital audio/video, students will learn about management life cycle, project parameters, matrix management challenges, effective project management tools and techniques, interpersonal skills, and the role of a project manager.
Submitter: Phillip Klepacki pklepacki@arts.ufl.edu
Created: 9/6/2019 11:24:00 AM
Form version: 1

Responses

Recommended Prefix DIG
Course Level 3
Course Number XXX
Category of Instruction Intermediate
Lab Code None
Course Title Project Methodologies
Transcript Title Project Methodologies
Degree Type Baccalaureate

Delivery Method(s) On-Campus, Online
Co-Listing No

Effective Term Earliest Available
Effective Year Earliest Available
Rotating Topic? No
Repeatable Credit? No

Amount of Credit 3

S/U Only? No
Contact Type Regularly Scheduled
Weekly Contact Hours 3
Course Description This course introduces skills for successfully planning and managing digital projects. Focusing on the production of digital games, animation, and digital audio/video, students will learn about management life cycle, project parameters, matrix management challenges, effective project management tools and techniques, interpersonal skills, and the role of a project manager.
Prerequisites MAJOR: DAR_BADA
Co-requisites N/A
Rationale and Placement in Curriculum Project Methodologies provides an industry-standard introduction to current techniques and management practices for working with production teams. Developed in consultation with industry experts, the course serves to both equip sophomore students for success in the primarily project-based assignments that compose their junior and senior years as well as give them the tools they need to work effectively and efficiently in studio-based internship opportunities and post-undergraduate careers.
Course Objectives Demonstrate knowledge of fundamental tools used to manage digital media projects
Implement the pre-production cycle and plan projects effectively
Articulate project ideas and communicate them effectively to others
Practice the managerial mindset and culture through industry standard techniques such as Agile development
Reduce project risk through key performance metrics
Allocate and align proper resources for a successful project

Lead and communicate with production teams, clients, and stakeholders

Course Textbook(s) and/or Other Assigned Reading Lyons, Nancy and Meghan Wilker. Interactive Project Management: Pixels, People, and Process. New Riders, 2012.
1st Edition
ISBN-10: 0321815157

Irish, Dan. The Game Producer's Handbook. Cengage Learning PTR.
1st Edition
ISBN-10: 1592006175

Weekly Schedule of Topics Week 1
1) Introduction to Digital Project Management
2) Digital Media industry and disciplines
3) Reading: Chapter 1: Interactive Project Manager
Week 2
1) Understanding the stages of Production: Pre, Production, & Post
2) What is Success? Key Indicators, Research, Evaluate, Validate & Risk Mitigation
3) Digital Consulting Case study (evaluate project potential before engaging)
Week 3
1) Digital Project Planning
2) Understanding the differences in plans and preparing for them
3) Project plan, Collaboration plan, QA plan, Staffing, & Risk management plan
Week 4
1) Project Management Techniques
2) Agile vs Waterfall vs Kanban vs Scrum
3) In Class Exercise: Develop a Plan
Week 5
1) Project Management software and tools
2) Task and notification systems
3) Direct and indirect communication systems (real-time)
Week 6
1) Client Relations: From Pitch to Contract
2) Timeline, Budget, Staffing, Feasibility
3) Difference between Discovery and Pre-Production
Week 7
1) Brainstorming and Ideation
2) Team Building & Collaboration
3) Working with various personality types
4) Working with project owners and stakeholders
5) In Class Exercise: Brainstorm Techniques
Week 8
1) Project estimations and budgets
2) Effort Estimation, Pricing Models, Value Proposition
3) Financial Project case study
Week 9
1) Scheduling the Production Phase
2) Developing task backlog and forming teams
3) Assigning tasks for various digital media pipelines
Week 10
1) Production: Understanding Game and Interactive Pipelines
2) Case Study: Review Game Pipeline of AAA game
Week 11
1) Production: Understanding Audio/Video Pipelines
2) Case Study: Review Production pipeline for blockbuster film
Week 12
1) Production: Understanding Animation Pipelines
2) Case Study: Review production pipeline for PIXAR film
3) Discuss Final Project: Create Production Plan
Week 13
1) Retrospective Analysis: Learning from our mistakes/victories
2) Understanding digital revisions and contingencies

3) Managing Client expectations
Week 14
1) Quality Assurance and Launch. Alpha, Beta, Gold production
2) Archiving digital projects and documentation
Week 15
1) Final Exam (wk 1-14)

Grading Scheme 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.
Quizzes: Every two weeks, students will have a quiz hosted through Canvas. Quizzes cover the topics discussed in those two-week periods. Students will be quizzed upon the following course content: lectures, assignments, readings, homework, group work, and other external resources.
Mid Term: Cumulative Mid Term exam covering material from weeks 1-6.
Final Project: Each student submits a detailed plan for a 6-month production randomly assigned by the instructor. The plan should cover all course topics discussed in class over the span of the semester.
Final Exam: In-class cumulative Final Exam
(see syllabus for further details)
Instructor(s) To be determined
Attendance & Make-up Yes
Accomodations Yes
UF Grading Policies for assigning Grade Points Yes
Course Evaluation Policy Yes

DIG3XXX Project Methodologies

Instructor
TBD

Phone
(352) 294-2000

Email
Canvas Mail

Office Location
TBD

Office Hours
TBD

Course Number
DIG3XXX

Semester/Year
TBD

Course Credits
3 credits

Course Location
TBD

Course Meeting Times
TBD

Course Description
This course introduces skills for successfully planning and managing digital projects. Focusing on the production of digital games, animation, and digital audio/video, students will learn about management life cycle, project parameters, matrix management challenges, effective project management tools and techniques, interpersonal skills, and the role of a project manager.

Pre-Requisite Knowledge and Skills
BA in Digital Arts and Sciences Major (DAR_BADA)

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

- Demonstrate knowledge of fundamental tools used to manage digital media projects
- Implement the pre-production cycle and plan projects effectively
- Articulate project ideas and communicate them effectively to others
- Practice the managerial mindset and culture through industry standard techniques such as Agile development
- Reduce project risk through key performance metrics
- Allocate and align proper resources for a successful project
- Lead and communicate with production teams, clients, and stakeholders

Required Materials

- Lyons, Nancy and Meghan Wilker. *Interactive Project Management: Pixels, People, and Process*. New Riders, 2012.
  - o 1st Edition
  - o ISBN-10: 0321815157
- Irish, Dan. *The Game Producer's Handbook*. Cengage Learning PTR. 2005.
  - o 1st Edition
  - o ISBN-10: 1592006175

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	Assignments Due
Week 1	1) Introduction to Digital Project Management 2) Digital Media industry and disciplines 3) Reading: Chapter 1: Interactive Project Manager	"Practice Quiz"	
Week 2	1) Understanding the stages of Production: Pre, Production, & Post 2) What is Success? Key Indicators, Research, Evaluate, Validate & Risk Mitigation 3) Digital Consulting Case study (evaluate project potential before engaging)		
Week 3	1) Digital Project Planning 2) Understanding the differences in plans and preparing for them 3) Project plan, Collaboration plan, QA plan, Staffing, & Risk management plan	Quiz 1 (wk1-2)	
Week 4	1) Project Management Techniques 2) Agile vs Waterfall vs Kanban vs Scrum 3) In Class Exercise: Develop a Plan		
Week 5	1) Project Management software and tools 2) Task and notification systems 3) Direct and indirect communication systems (real-time)	Quiz 2 *(wk 3-4)*	
Week 6	1) Client Relations: From Pitch to Contract 2) Timeline, Budget, Staffing, Feasibility 3) Difference between Discovery and Pre-Production		
Week 7	1) Brainstorming and Ideation 2) Team Building & Collaboration 3) Working with various personality types 4) Working with project owners and stakeholders 5) In Class Exercise: Brainstorm Techniques	Mid Term *(wk1-6)*	
Week 8	1) Project estimations and budgets 2) Effort Estimation, Pricing Models, Value Proposition 3) Financial Project case study		
Week 9	1) Scheduling the Production Phase 2) Developing task backlog and forming teams 3) Assigning tasks for various digital media pipelines	Quiz 3 *(wk7-8)*	
Week 10	1) Production: Understanding Game and Interactive Pipelines 2) Case Study: Review Game Pipeline of AAA game		
Week 11	1) Production: Understanding Audio/Video Pipelines 2) Case Study: Review Production pipeline for blockbuster film	Quiz 4 *(wk9-10)*	
		Final Project: *Select Production*	

Week	Subject	Assignment/ Quizzes	Assignments Due
Week 12	1) Production: Understanding Animation Pipelines 2) Case Study: Review production pipeline for PIXAR film 3) Discuss Final Project: Create Production Plan		
Week 13	1) Retrospective Analysis: Learning from our mistakes/victories 2) Understanding digital revisions and contingencies 3) Managing Client expectations		
Week 14	1) Quality Assurance and Launch. Alpha, Beta, Gold production 2) Archiving digital projects and documentation		Final Project Due
Week 15	1) Final Exam *(wk 1-14)*		

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: Every two weeks, students will have a quiz hosted through Canvas. Quizzes cover the topics discussed in those two-week periods. Students will be quizzed upon the following course content: lectures, assignments, readings, homework, group work, and other external resources.	350	35%
Mid Term: Cumulative Mid Term exam covering material from weeks 1-6.	150	15%
Final Project: Each student submits a detailed plan for a 6-month production randomly assigned by the instructor. The plan should cover all course topics discussed in class over the span of the semester.	200	20%
Final Exam: In-class cumulative Final Exam	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 Polices

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. Students are allowed **three unexcused absences**. If you miss more than **three classes** during the semester, each additional absence will lower your overall grade by **100 points**. If you miss more than **six classes**, you will fail the 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.

Online students will be expected to stay in sync with the rest of the class, and to achieve their participation portion by recording their responses to course material in advance of each lecture at least once a week.

Unless discussed at least 72 hours in advance of the deadline, late assignments will not be accepted. Excluded from this policy are any assignments missed due to medical emergencies.

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/

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 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.