SD5953 Successful Project Management

THE FRAMING EXERCISE

School of Design
The Polytechnic University of Hong Kong



IMPORTANT

Please sit with the members of your final group project



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THE FRAMING EXERCISE



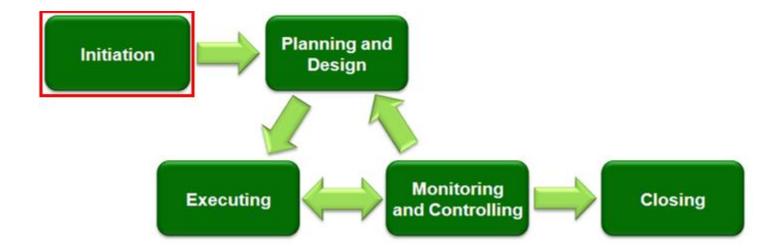
Framing Exercise

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.



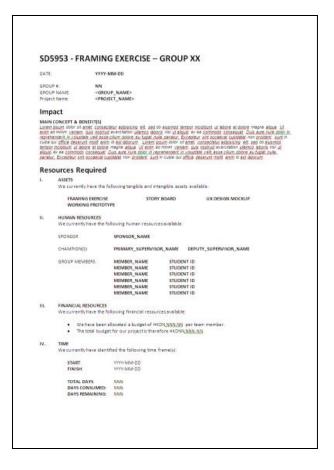
When Does it Happen?



What Does One Look Like?

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

- Contact Information
- Qualitative Information
- Quantitative Information





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

ASSETS

We currently have the following tangible and intangible assets available:

FRAMING EXERCISE STORY BOARD

UX DESIGN MOCKUP

WORKING PROTOTYPE

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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MEMBER_NAME STUDENT ID

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

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

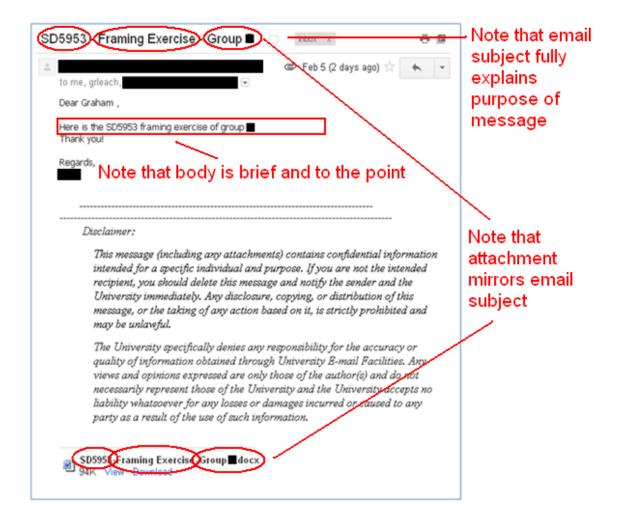
- A high-level description of the Project major deliverable;
- An inventory of all currently available assets;
- A roster of all available manpower;
- A rundown of available financial resources;
- A deadline by which you expect to deliver.

Where to Submit Your Assignment 01





What A Perfect Email Looks Like





Use The Provided Example

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

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

Please submit your work WORD FORMAT



Questions?



Start Now

