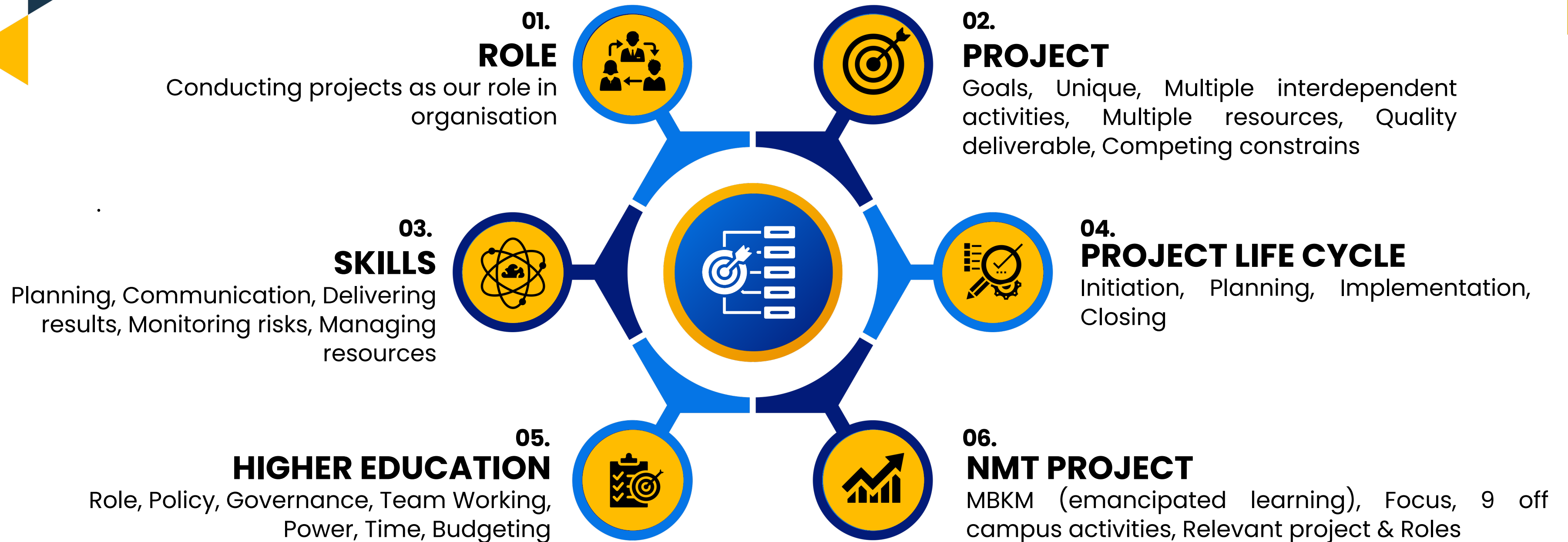




Project Management and Project Action Plan (PAP)

Yuli Rahmawati
Friday, 10 November 2023

PROJECT MANAGEMENT



SMART: specific, measurable, attainable, relevant, time-bound

PROJECT ACTION PLAN (PAP)

01. APPROACH

Approach for project management

03. TOOLS

Project Management Canvas
(What, Milestones Tasks, Time, etc),

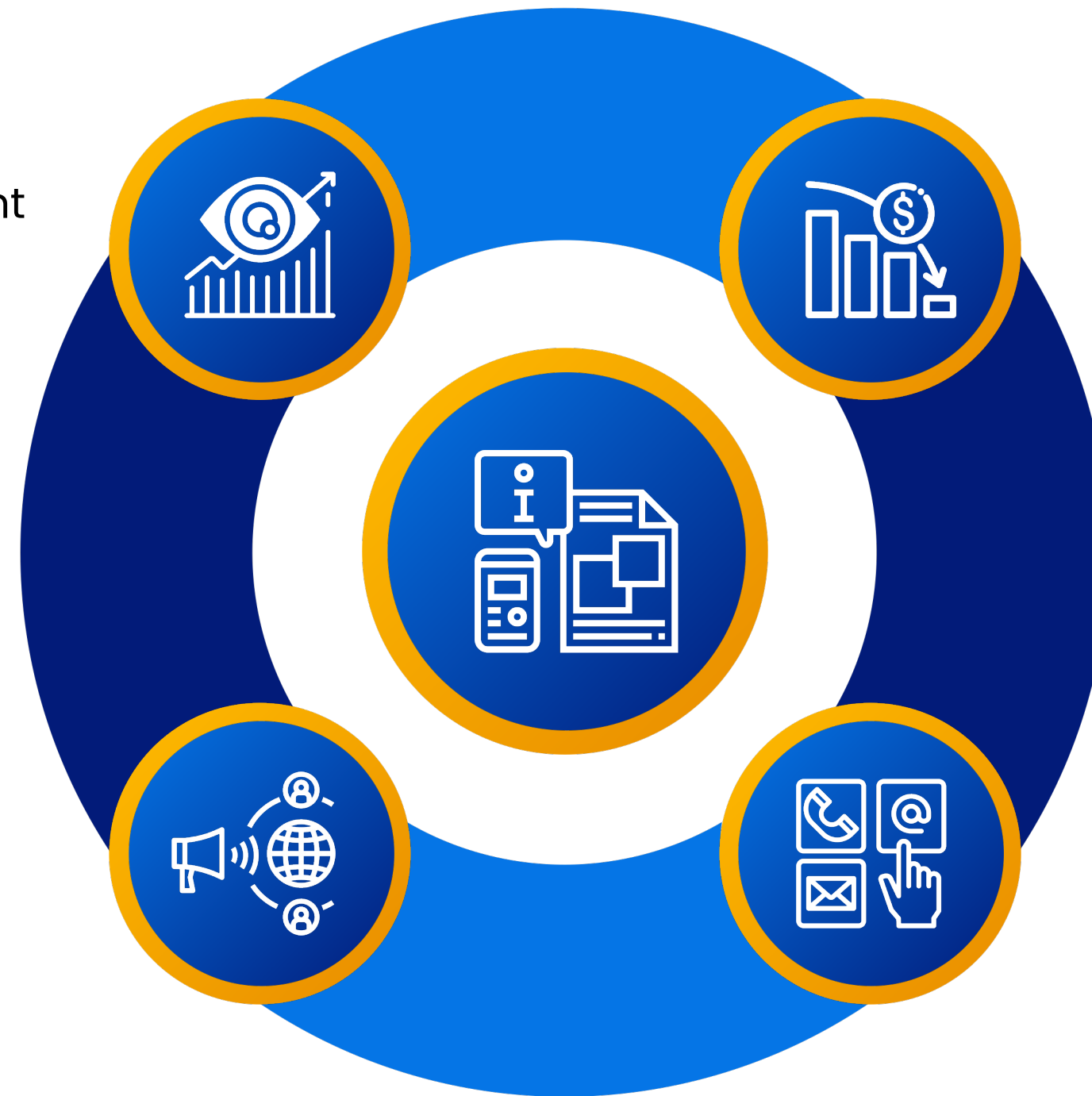
02. ACTION STEPS

Lists the action steps needed to
achieve project goals and
objectives

04. NMT

Peer Learning, Coaching, Reflections

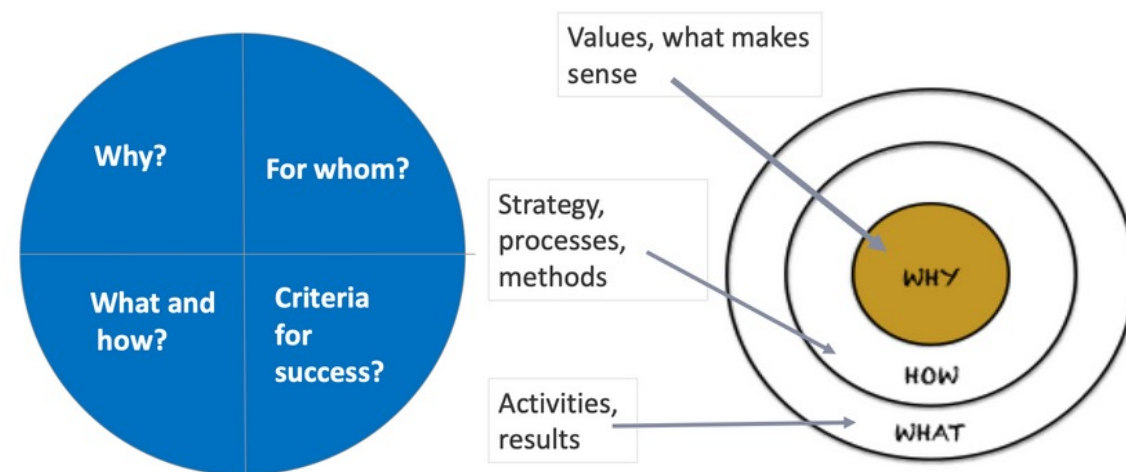
CELEBRATIONS: ACHIEVEMENT



Tools for the Management of your Project

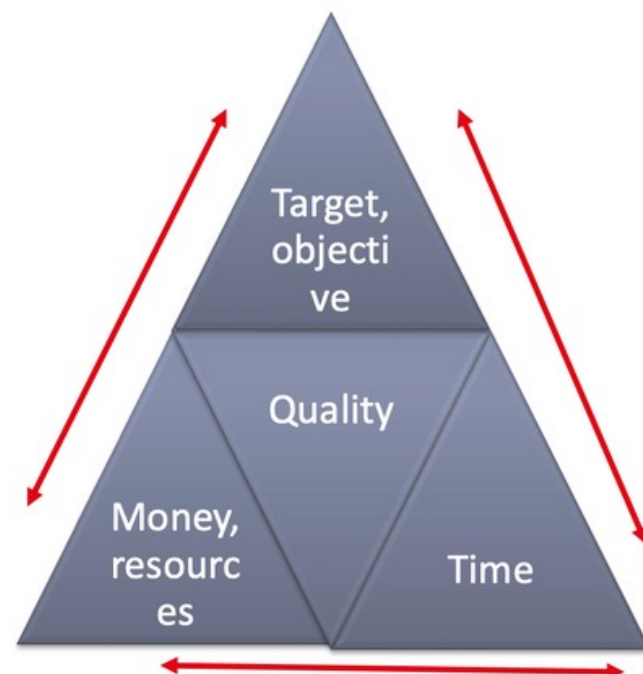
01

Target Cross:
Questions to answer



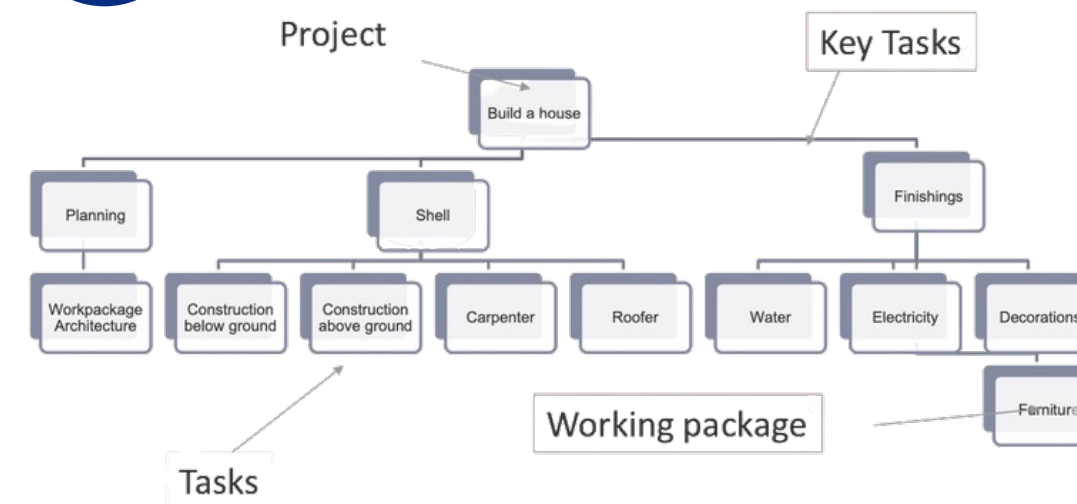
02

“The Magic Triangle”
deals with dependencies



03

Work breakdown structure (WBS):



WBS LEVEL 1:
1. Bicycle_ (100)

WBS LEVEL 2:

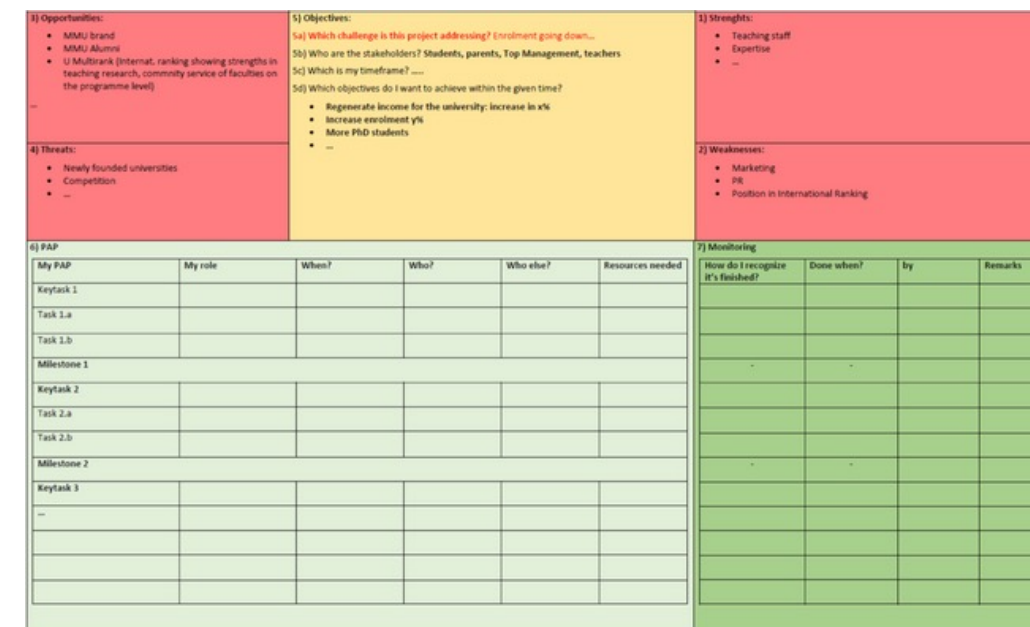
- 1. Bicycle_ (100)
 - 1.1 Frame Set_ (15)
 - 1.2 Crank Set_ (5)
 - 1.3 Wheels_ (30)
 - 1.4 Braking System_ (5)
 - 1.5 Shifting System_ (5)
 - 1.6 Integration_ (35)
 - 1.7 Project Mgt_ (5)

WBS LEVEL 3:

- 1. Bicycle
 - 1.1 Frame Set
 - 1.1.1 Frame_ 7
 - 1.1.2 Handlebar_ 2
 - 1.1.3 Fork_ 3
 - 1.1.4 Seat_ 3
 - 1.2 Crank Set_ 5
 - 1.3 Wheels
 - 1.3.1 Front Wheel_ 13
 - 1.3.2 Rear Wheel_ 17
 - 1.4 Braking System_ 5
 - 1.5 Shifting System_ 5
 - 1.6 Integration
 - 1.6.1 Concept_ 3
 - 1.6.2 Design_ 5
 - 1.6.3 Assembly_ 10
 - 1.6.4 Testing_ 17
 - 1.7 Project Mgt_ 5

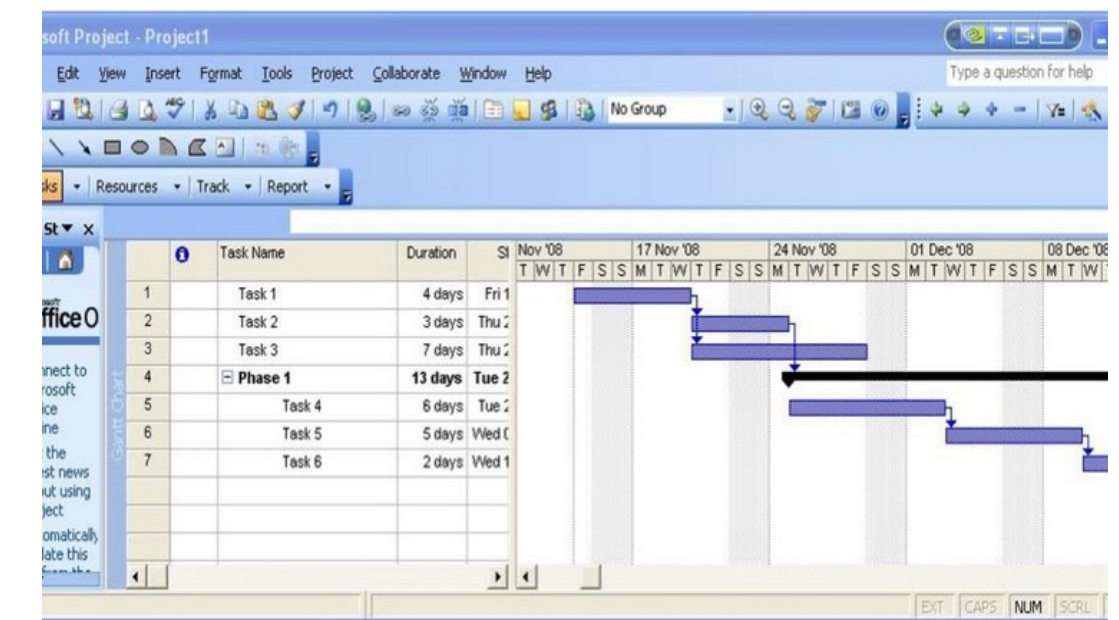
04

Project Management Canvas



05

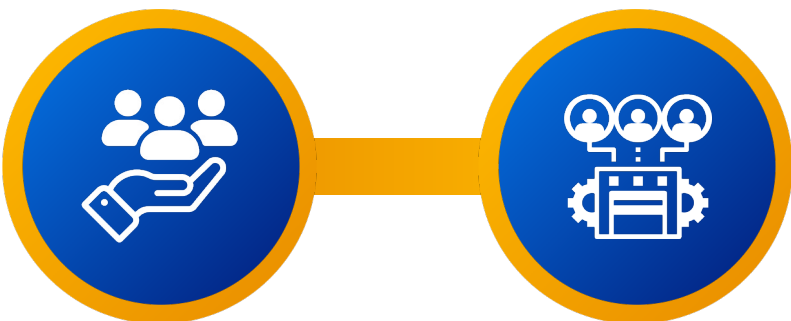
Gantt Chart: the time aspect



NMT: MBKM Project



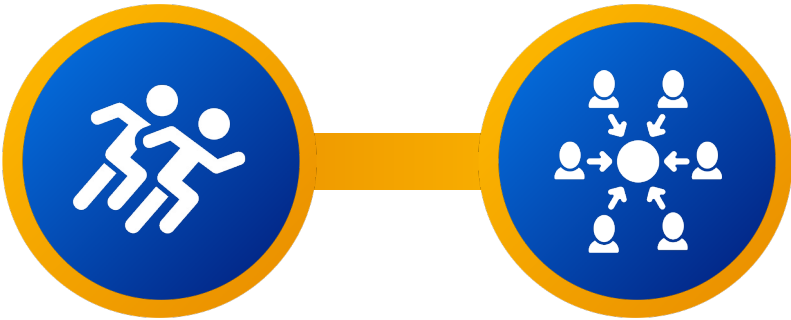
RELEVANT
Roles & MBKM



CONSTRAINT
SMART

TIMELINE

February, April, June,
July (29-31)

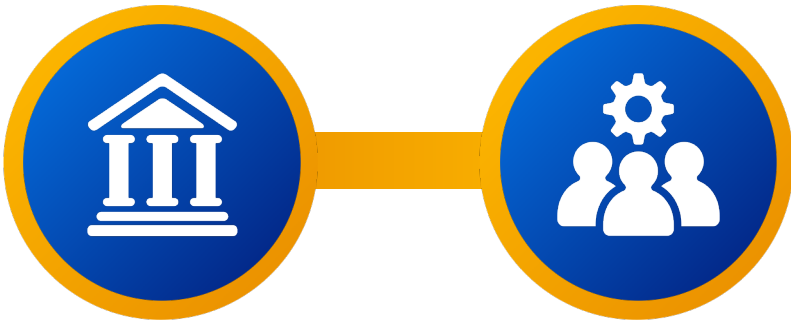


OUTPUT

Program, Impact,
Manual Program,
Documents, etc

PROJECT

Students' Exchange, Micro
Credential, Internship, etc



REFLECTIONS

Sharing



Project Management Canvas

Project title: Name:

Date:

Version: 1.0

1) Objective:

1) To which challenge is <u>this project</u> answering?
<u>Guiding Questions</u>
1a) Who are the stakeholders? • •
1b) What is my timeframe? • •
1c) Which objectives do I want to achieve within the given time? • •

2) SWOT Analysis

SWOT-Analysis (internal factors) 2a) Strengths: 1. 2.	SWOT-Analysis (external factors) 2c) Opportunities: 1. 2.
2b) Weaknesses: 1. 2.	2d) Threats: 1. 2.

Project Management Canvas



3) Key tasks and Milestones

Direct PAP Activities/tasks						Monitoring			
My PAP	My role	When?	Who?	Who else?	Resources needed	How do I recognize it's finished?	Done when?	by	Remarks
Key task 1:									
Task 1.a:									
Task 1.b:									
Milestone 1:									
Key task 2:									
Task 2.a:									
Task 2.b:									
Milestone 2:									
Key task 3:									
Task 3.a:									
Task 3.b:									
Milestone 3:									
Key task 4:									
Task 4.a:									
Task 4.b:									
Task 4.c:									
Milestone 4:									
Key task 5:									
Task 5.a:									
Task 5.b:									
Task 5.c:									
Milestone 5:									
Key task 6:									
Task 5.a:									
Task 5.b:									
Milestone 6:									



YULI RAHMAWATI

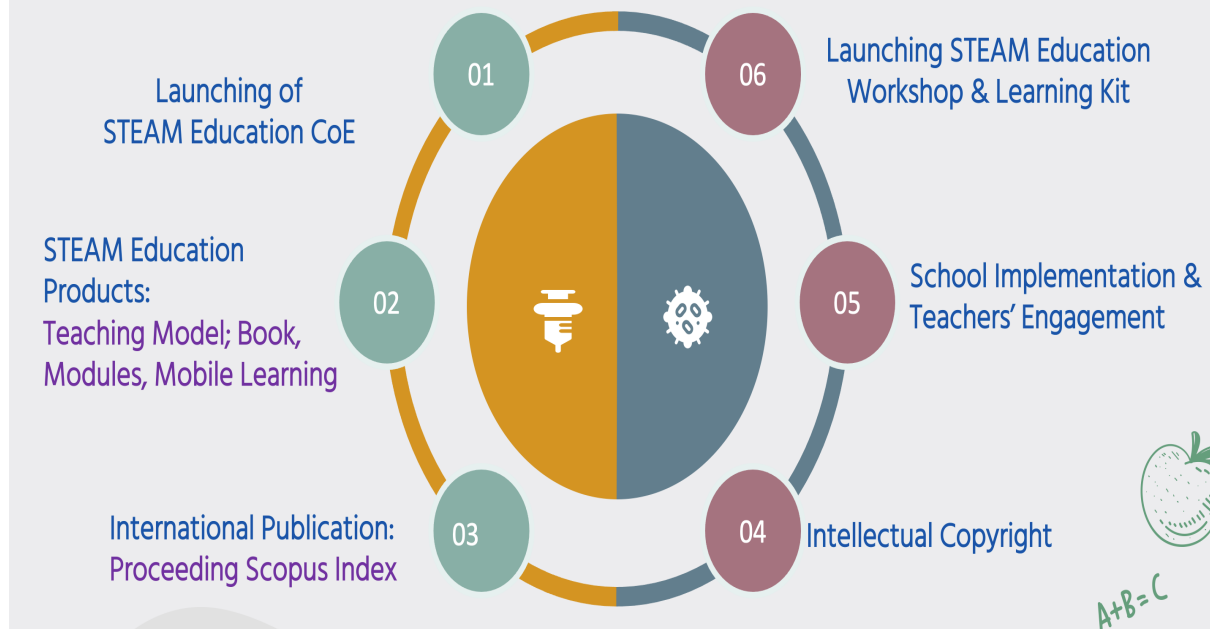
Development of STEAM Education Centre of Excellence In Universitas Negeri Jakarta

01. CONTEXT UNIVERSITAS NEGERI JAKARTA



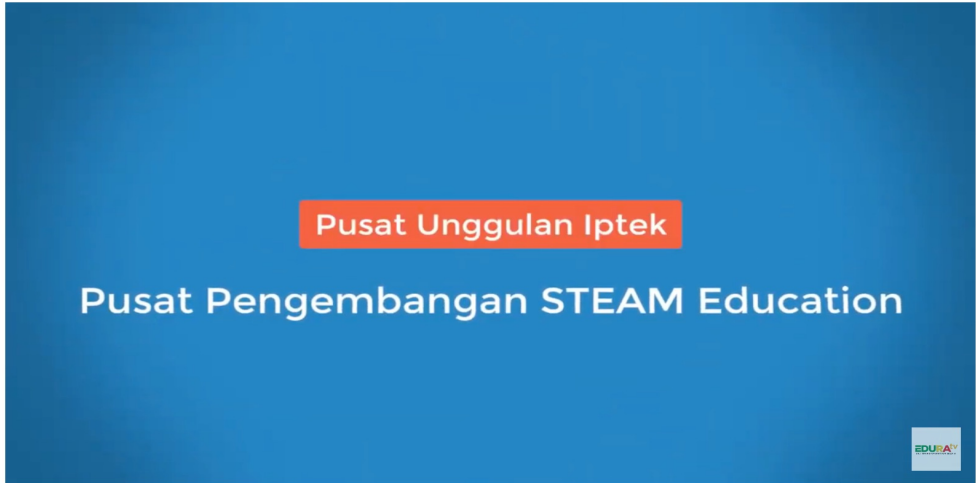
02. PROJECT ACTION PLAN

OBJECTIVE: to develop the STEAM Education Centre of Excellence in University

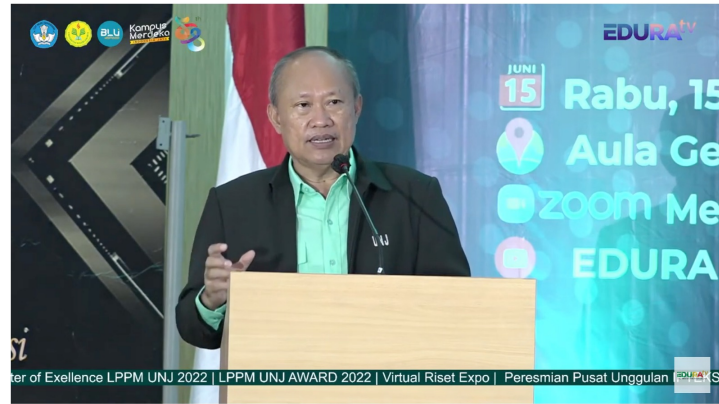


MILESTONES

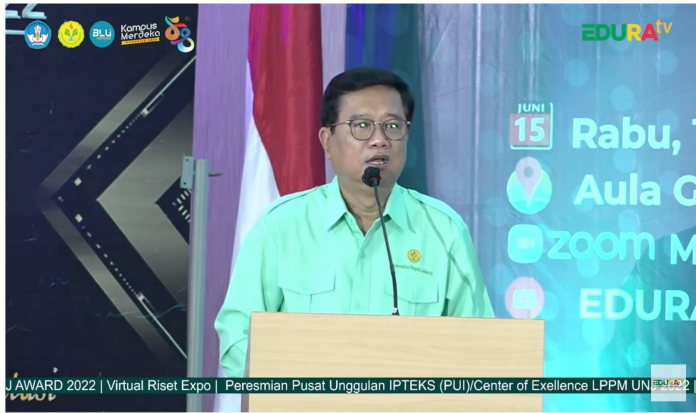




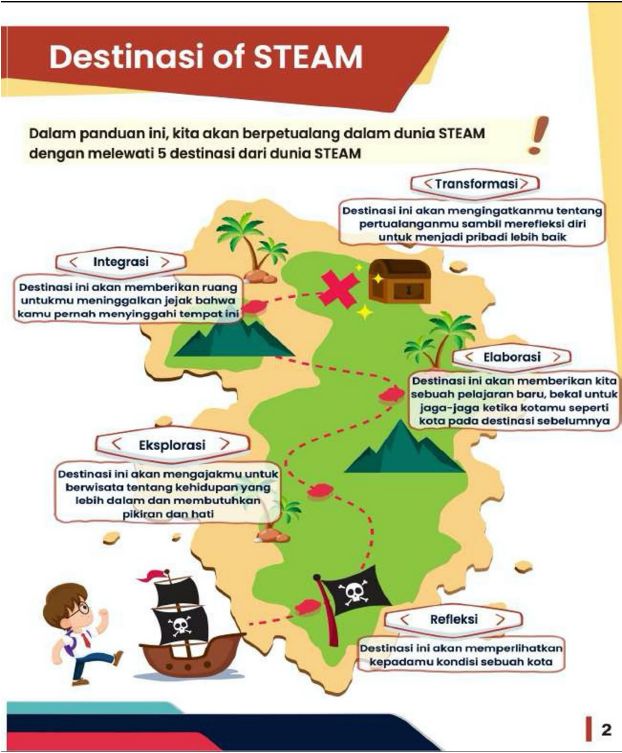
Inovasi Berbasis Riset Unggul dan Bereputasi!



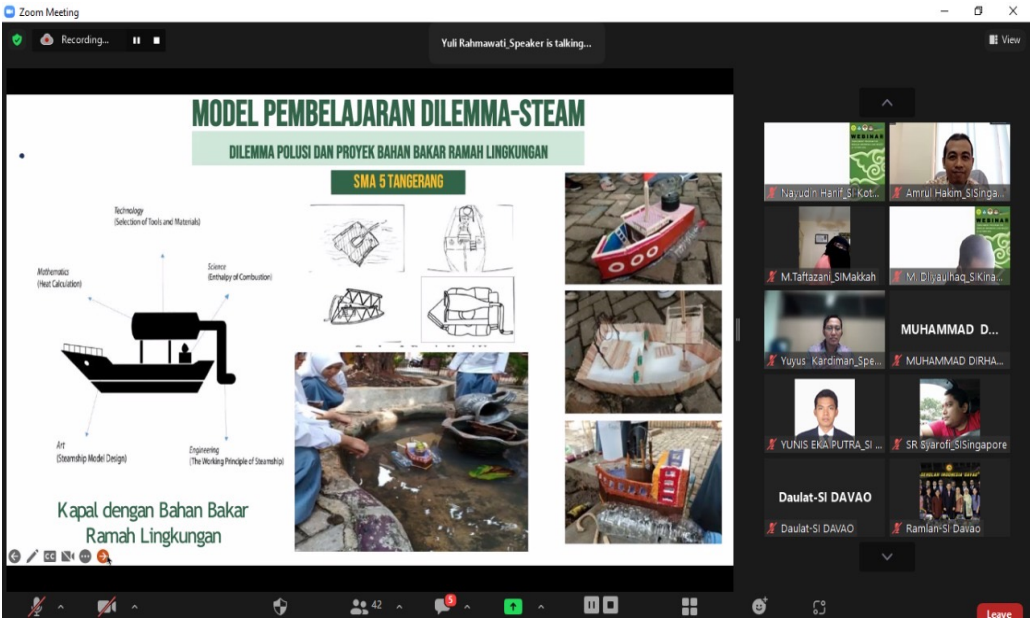
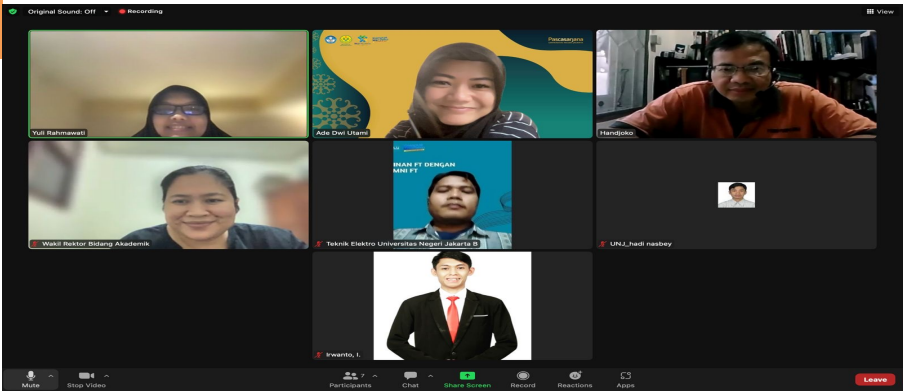
Inovasi Berbasis Riset Unggul dan Bereputasi!



Inovasi Berbasis Riset Unggul dan Bereputasi!



Inovasi Berbasis Riset Unggul dan Bereputasi!





4) Opportunities: - Becoming the first centre of Excellence of STEAM Education in Indonesia - Networking with Schools - Networking with Ministry - Income generation for university - Funding opportunity from ministry	1) Objectives: Developing STEAM Centre of Excellence in Universitas Negeri Jakarta 1a) To which challenge is this project answering? Lack of excellent centre in education field as UNJ as pedagogical university Guiding questions: 1b) Who are the stakeholders? - Faculty - Students - Schools - Primary/Secondary Students - STEAM teachers 1c) What is my timeframe? Nine months 1d) Which objectives do I want to achieve within the given time? - Developing STEAM Education centre of excellence - Development of Products for STEAM Education - School implementation - STEAM Teachers Engagement	2) Strengths: - Well established teacher education - Supports from Rector and Head of Research and Community Services - Existing Products, Research and Publications - Funding Support from university - Excellent capacity of the team
5) Threats: - Another center of excellence - Changing the policy - Pandemic situation		3) Weaknesses: - Small Funding - Slow respond of the team - Time Constraints and workload - Lack of Communication

6) PAP-Matrix					
My PAP	My role	When?	Who?	Who else?	Resources needed
Milestone 1					
Team Engagement					
Key task 1	Leading and organising	July 2022	Director of CoE	CoE team	Online Platform
Team Organisation	Leading and organising	15 July 2022	Director of CoE	CoE team	Online Platform
Task 1.a					
Kick-off Meeting and Team Roles					
Task 1.b					
Project Description					
Milestone 2					
Database Existing STEAM Products					
Key task 2	Leading and organising	July-August 2022	Director of CoE	CoE team, Lecturers and Students	Online Platform
Data Collection of Existing Resources	Organising	30 July-14 August 2022	Director of CoE	CoE team, Lecturers and Students	Online Platform
Task 2.a Personal Communication					
Task 2.b					
Database of STEAM Products (Existing)	Leading and organising	20 August 2022	Director of CoE	CoE team, University Students	Online Platform
Milestone 3					
Product Development					
Key task 3	Leading and organising	Sept-Oct 2022	Director of CoE	CoE team	• Online Platform
Task 3.a	Leading and organising	1-15 Sept 2022	Director of CoE	CoE team, University Students	• Online Platform
Product Classification	Organising	15 Sept-30 Oct 2022	Director of CoE	CoE team, University Students, IT Development	• Online Platform
Task 3.b					
Product Development					• Funding

7) Monitoring			
Proof of completion	Done when?	by	Remarks
Launching CoE by Rector	15 June 2022	Rector	Launching Video
Kick Off Meeting	15 July 2022	Director of CoE : Yuli	Meeting notes
Team Roles Description		PIC from CoE team: Irwanto	Job Description and Positions
Project Description		PIC from CoE team: Meiliasari	Research Project Proposal
Document Analysis	14 August 2022	PIC from CoE team: Hadi	STEAM Publications
Profile of CoE	15 August 2022	PIC from CoE team: Ade Dwi	Document of Profile CoE
Database of STEAM Products	20 August 2022	PIC from CoE team: Irwanto	Database of
Product Classification	15 Sept 2022	PIC from CoE team: HAdi	Product Output (Target)
Teaching Model	20 Sept 2022	PIC from CoE team: Ade Suryanda	Intellectual. Property of Teaching Model
Modules	25 October 2022	PIC from CoE team: Handoko	Intellectual. Property of Modules
Mobile Learning	30 October 2022	Director of CoE : Yuli	Intellectual. Property of Mobile Learning
School Implementation	20 November 2022	PIC from CoE team: Ade Suryanda	Collaborating with teachers and students in implementation

Proof of completion	Done when?	by	Remarks
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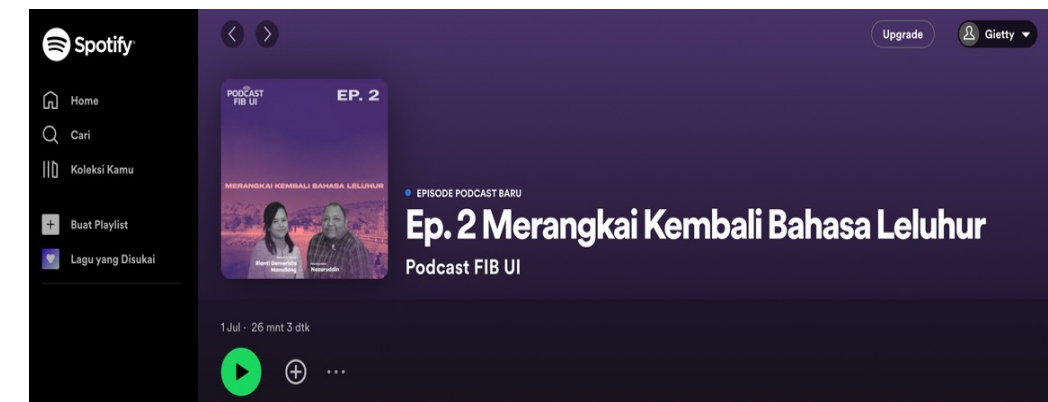
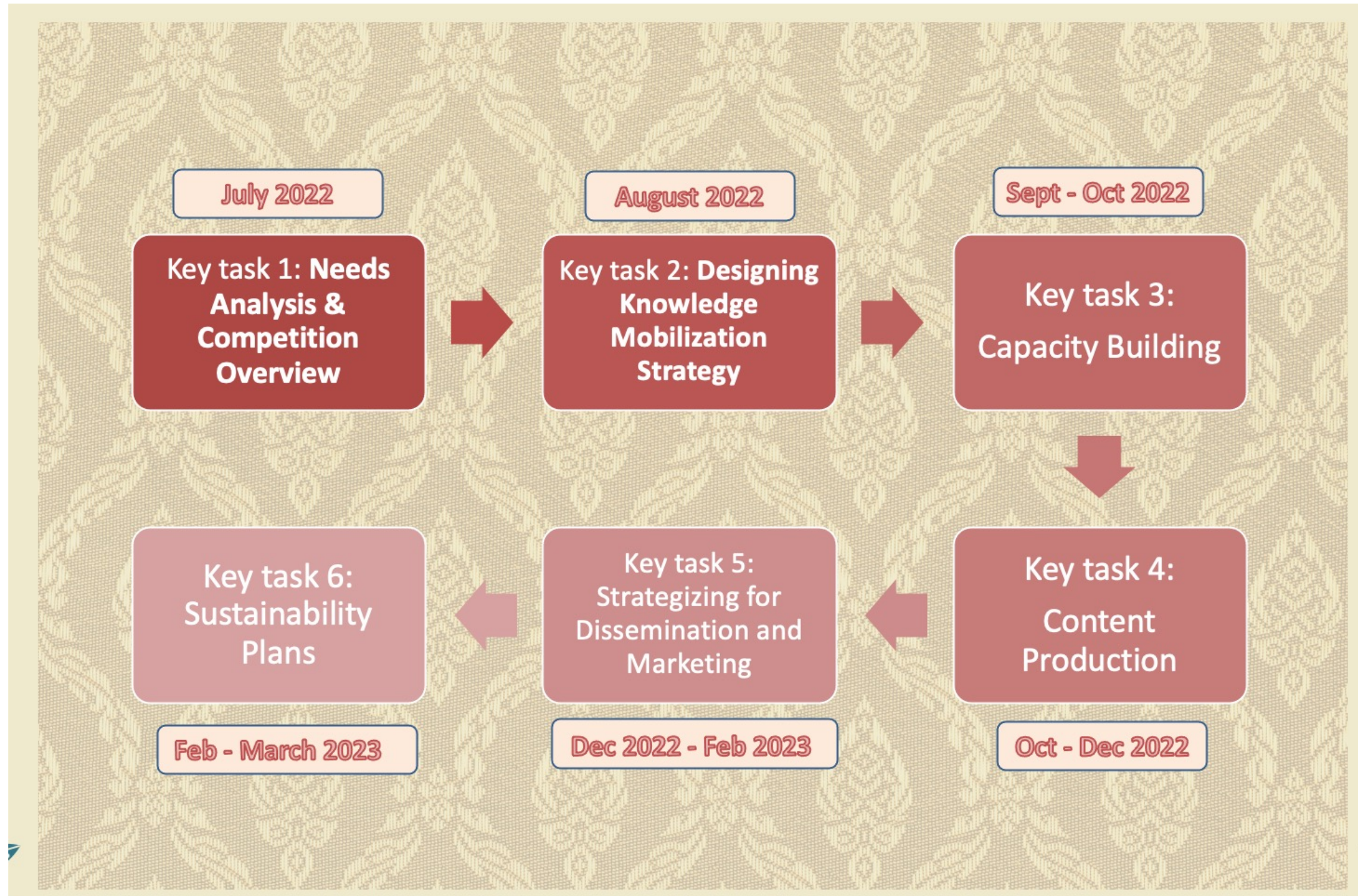
My PAP	My role	When?	Who?	Who else?	Resources needed
Milestone 4 Rolling Out the Program					•
Key task 4 School Implementation and Teacher Training	Leading and organising	Nov-Dec 2022	Director of CoE	CoE team, Lecturers, Primary/Secondary Students, Teachers, Principles	- Online Platform - Products - Training Resources - School and University Resources - Funding
Task 4a School Implementation	Organising	1-20 November 2022	Director of CoE	CoE team Lecturers, Primary/Secondary Students, Teachers, Principles	- Online Platform - School Resources - Products - Funding
Task 4.b Teacher Training	Leading and Organising	15-16 December 2022	Director of CoE	CoE team, Primary/Secondary Students, Teachers	- Online Platform - School and University Resources - Products - Funding
Milestone 5 Monitoring and Evaluation					
Key task 5 Monitoring and Evaluation the Implementation	Leading and organising	December 2022	Director of CoE	CoE team, Lecturers, Primary/Secondary Students	- Online Platform - Instrument - Funding
Task 5a School and Teacher Feedback	Organising	17-18 December 2022	Director of CoE	CoE team Lecturers, Primary/Secondary Students	- Online Platform - Instrument
Task 5.b Product Finalisation	Leading and Organising	15-30 December 2022	Director of CoE	CoE team, University Students	- Online Platform - Funding
Milestone 6 Launching of STEAM Education Centre of Excellent					
Key task 6 Profiling the STEAM Education CoE	Leading and organising	January 2023	Director of CoE	CoE team	- Online Platform - Program database - Funding
Task 6.a Profile of CoE	Organising	1-15 January 2023	Director of CoE	CoE team Lecturers, University Students	- Online Platform - Program Database - Funding
Task 6.b STEAM Education Workshop Launching	Leading and Organising	7January 2023	Director of CoE	Rector, Head of Research & Community Services, CoE team, University Students	- Online Platform - Seminar Facilitation - Funding

7) Monitoring

Proof of completion	Done when?	by	Remarks
Teacher Training	16 December 2022	PIC from CoE team: Dwi Utami	Teachers' Knowledge and Skills development
Feedback of Stakeholder	20 December 2022	PIC from CoE team: : Meli	Evaluation Results
Final products	30 December 2022	PIC from CoE team: Irwanto	Final products of STEAM Education
Video Profile of CoE	15 January 2023	PIC from CoE team: Massus	Video Profile publication
Launching of the STEAM Education Workshop	7 January 2023	PIC from CoE team: Hadi	Workshop STEAM Education Launching and Learning kit

Shuri Mariasih Gietty Tambunan

Digital Transformation: Developing Knowledge Translation and Dissemination through MOOCs and Digital Content in Faculty of Humanities, Universitas Indonesia



Example of PAP

DIES NMT Indonesia Deans' Course for Private Higher Education Part I

My Project Action Matrix

My Name, Position, University, and Country: Indira Prabasari, Dean Faculty of Agriculture, Universitas Muhammadiyah Yogyakarta (UMY)

Title of my PAP: AUN International Certification for Faculty of Agriculture, UMY

General objective of my PAP: To obtain AUN certification for Faculty of Agriculture

Key task A:	My role?	When?	Who?	Who else?	Resources, materials, support	How to measure?
Workshop for AUN Certification						
Task Establishing Task Force Team in AUN	Supervising	February 2018	1. Head of Agrotechnology Department 2. Head of Agribusiness Department	1. Task Force Team for DIKTI Accreditation	Office room completed with computers, internet connection	Rector's Decree (Surat Keputusan) for Task Force Team in AUN is granted
Task Establishing an AUN Workshop Committee	Supervising	February 2018	1. Vice Dean on Academic affairs	1. Lecturers 2. Students	Office room completed with computers, internet connection	Rector's Decree (Surat Keputusan) for the committee is granted.
Task Contacting and inviting AUN Assessor	Contacting and inviting	February 2018	1. Prof. Dr. Riza Atiq Abdullah bin O.K. Rahmat (UKM) 2. Assoc. Prof. Dr. Chailerd Pichitpornchai (AUN-QA)	Dr. Leni, expert from UGM as best practice	Network, email	The speakers agree to come to Indonesia

DIES NMT Indonesia Deans' Course for Private Higher Education Part I

			Expert)			
Task Workshop AUN Certification for Task Force Team in AUN and Stakeholder of UMY	Supervising	March 2018	Task Force Team	Committee	Facility: Meeting room complete with facilities for meeting including viewer, computer, etc. Food and beverages TOR of Workshop is submitted to the Rector to obtain financial support from the university	1. Financial support from university is granted 2. Workshop is conducted
Milestone A: Workshop on AUN is conducted						

Key task B: Document Preparation	My role?	When?	Who?	Who else?	Resources, materials, support	How to measure?
Task Completing and updating data needed for document submission	Supervising	March-June 2018	Task Force Team	Pusdatin UMY	Access data to Pusdatin,	Data needed for document assessment is complete
Task Documents collecting	Supervising	March-August 2018	Task Force Team	BPP, BPM and Pusdatin	Experts from BPP, BPM and Pusdatin	Documents ready to be translated

DIES NMT Indonesia Deans' Course for Private Higher Education Part I

Milestone B: Documents are prepared to be submitted with updated data
--

Key task C: Translation and Submission	My role?	When?	Who?	Who else?	Resources, materials, support	How to measure?
Task Document translation	Supervising	August-October 2018	Task Force Team	Language Centre	Language Experts from Language Centre	Documents are available in English
Task Internal Assessment	Supervising	November-December 2018	Task Force Team	BPM	Quality Assurance Experts from BPM	Documents are approved by BPM to be submitted
Task Submission	Supervising	January 2019	Task Force Team	BPM	Quality Assurance Experts from BPM	Documents are submitted
Milestone D: Documents on AUN certification is submitted						

Indira Prabasari



**THANK
YOU**