

Project Management Training

The first step to launching a successful project or campaign is to plan and organize. Taking the time to do this will help set you up for success, catch mistakes before they happen, and map out your time and resources to develop clear expectations. Watch the [Introduction to Project Management video](#) to learn about project management principles and how they apply to Ontario Tech University projects.

Assessment

Review the Intro to Project Management video, then review the **Resources** below to familiarize yourself with the concepts and resources involved in project planning. To complete your Project Management training, complete a sample [Event and Project Planning Checklist](#) by **copying the Google sheet into your own Drive** and making edits. **Please do not edit directly in the original template.**

- Using the Valentine's Day card sample project identified in the video, completed the Event and Project Planning Checklist with sample dates, tasks, and budget to launch your own Valentine's Day Ridgeback Student Voices cards project.
- The final deadline for this sample project is February 14. Work back from this date to determine your sample timelines. Make estimates for the timelines for the tasks. Name your file **Lastname, Firstname_Project Management**.

When you are complete, submit your Project Management Assessment file through the form on [Creator Central](#).

Resources

These resources will be helpful for project management at Ontario Tech.

[Intro to Project Management](#), Video: This video will introduce you to the principles of project management and how they apply at Ontario Tech using a sample project as an example.

[Event and Project Planning Checklist](#), Google Sheets: A spreadsheet that can be copied and used to document and plan timelines for your project.

[Project Intake Form \(PIF\)](#), Google form: This form is an official request for services from Planning, Communications, and Assessment and will be necessary for most projects.

[Campaign Evaluation Template](#), Google Doc: A form for evaluating your campaign or project that can be shared with your supervisor.

[On Campus Event application form](#), website: An application form must be completed and submitted prior to holding any in-person event on or off-campus. This form is not necessary for digital projects.

[Planning guidelines](#), website: Resources developed by the university that will be helpful for planning.