

<b>Part</b>	<b>Development</b>	<b>Materials</b>	<b>Ressources</b>	<b>Trainees'role</b>	<b>Estimated time</b>
<i>Introduction</i>	Trainees get overview of different project methodology definitions and individual presentation	PowerPoint presentation	Lecture-slides-ppt presentation	Listening, Taking notes,thinking	<b>10 minutes</b>
<i>Development I</i>	Trainees get impression of how a project can be planned at school and brainstorming on factors involved in planning	PowerPoint presentation, worksheet	Lecture-slides-ppt presentation, worksheet	Listening, taking notes, thinking, discussion	<b>5 minuten</b>
<i>Development II</i>	Trainees get to know important factors for team building and elaborate rules for teamwork	PowerPoint presentation, worksheet	Lecture-slides-ppt presentation, worksheet	Listening, taking notes, thinking, discussion	<b>5 minutes</b>
<i>Development III</i>	Trainees learn how timetable is implemented and get tips	PowerPoint presentation	Lecture-slides-ppt presentation, worksheet	Listening, taking notes, thinking	<b>2 minutes</b>
<i>Development IV</i>	Trainees get example for project diary during project realisation/control	PowerPoint presentation	Lecture-slides-ppt Presentation	Listening, taking notes, thinking	<b>2 minutes</b>
<i>Development V</i>	Trainees get informed about different aspects and possibilities during project realisation and parallel processes, e.g. <ul style="list-style-type: none"> <li>● Draft</li> </ul>	PowerPoint presentation, worksheet	Lecture-slides-ppt Presentation, worksheet	Listening, taking notes, thinking	<b>10 minutes</b>

	<ul style="list-style-type: none"> <li>• decision,</li> <li>• information gathering</li> <li>• appraisal,</li> <li>• information saving</li> <li>• accompanying training</li> <li>• interim presentation</li> </ul> <p>accompanying training examples and advantages of interim presentations will be elaborated (brainstorming)</p>				
<i>Development VI:</i>	Trainees are presented the final stage of project realisation: completion, finalization and networking of objects	PowerPoint presentation	Lecture-slides-ppt, presentation	Listening, taking notes, thinking	<b>5 minutes</b>
<i>Development VII:</i>	Trainees learn about presentation and elaborate tips for oral presentation and presentation design	PowerPoint presentation	Lecture-slides-ppt, presentation	Listening, taking notes, thinking	<b>6 minutes</b>
<i>Practicing I:</i>	Trainees are divided into groups and will evaluate different aspects of a project	PowerPoint presentation, worksheet, evaluation table	Lecture-slides-ppt, worksheet, evaluation table	Group work phase, taking notes, thinking, listening, discussing	<b>8-10 minutes</b>

	<p>work with the aid of case studies and concrete examples of a IT project already realized for each project realisation stage:</p> <p><b>Group 1: work process</b>  <b>Group 2: document</b>  <b>Group 3: presentation medium</b>  <b>Group 4: oral presentation</b>  <i>(3 members for each group)</i></p>				
<i>Practicing II / Evaluation and resume:</i>	Short presentation and justification, final discussion	PowerPointPresentation, worksheet, evaluation table	Lecture-slides-ppt, worksheet, evaluation table	Group work phase, taking notes, thinking, listening, discussion	<b>5-7 minutes</b>



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