

CFM AND CTE: PROJECT MANAGEMENT AND CLIENT READINESS

Managing Team Responsibilities, Quality, and Project Changes

Detailed practice, calculation, decision-making, and assessment

GRADES 9-12	TIME 2 x 42 min	GROUPING I / pairs / whole	PRODUCT Recover
YOUR CHALLENGE Assign responsibilities, monitor progress, resolve a missed deadline, document quality, and control changes to a shared project.			

New York CFM Connections: Planning, Team Accountability, Quality, and Professional Communication

Teamwork is not simply dividing a project into equal pieces. Effective teams match tasks to skills, clarify ownership, share progress early, use consistent quality checks, and document changes. Problems should be addressed through evidence and respectful communication rather than blame.

Term	Student-friendly meaning
Owner	The person accountable for completing or coordinating a task.
Quality criterion	A specific requirement used to judge work.
Status update	A brief report of progress, risks, and next actions.
Version control	A system for identifying and protecting the correct file or revision.
Scope change	A requested adjustment to agreed work.
Escalation	Seeking help from the appropriate person when a problem cannot be resolved at the current level.
CLASSROOM USE All people, employers, figures, brackets, and documents in this packet are fictional. Never place a real Social Security number, employer ID, bank number, or tax document in classroom work.	

Part 1 - Build a Responsibility Map

Four-person team must research, write, design, check accessibility, manage files, and present.

Task	Primary owner	Reviewer/backup	Due date	Evidence
Research				
Writing				
Design				
Accessibility				
File control				
Presentation				

Every task needs one accountable primary owner even when several people help.

Part 2 - Interpret a Midproject Status Report

Research complete; writing 80%; design blocked by missing final text; accessibility not started; presentation outline complete; two weeks remain.

Workstream	Status	Dependency/risk	Next action	Owner/deadline
Research				
Writing				
Design				
Accessibility				
Presentation				
Overall				

Use facts from the report rather than blaming a teammate.

Part 3 - Create a Quality-Control Checklist

Check accuracy, completeness, readability, accessibility, file naming, links, source use, and approval.

Criterion	Check method	Pass evidence	Owner
Accuracy			
Completeness			
Readability			
Accessibility			
Files			
Links			
Sources			
Approval			

“Looks good” is not a measurable check.

Part 4 - Evaluate a Client Change Request

Client requests a second flyer, translated version, and new video with ten days remaining; original budget and deadline are unchanged.

Requested change	Impact	Question	Recommendation
Second flyer			
Translation			
Video			
Budget			
Deadline			
Quality			

Do not promise unapproved work.

Part 5 - Write a Team Recovery Plan

Create a 175-225 word response to the blocked design and change request.

Plan element	Action/evidence
Immediate action	
Responsibility	
Revised sequence	
Quality protection	
Client response	
Escalation	
Review	

Include a respectful status message and decision deadline.