

CFM AND CTE: PROJECT MANAGEMENT AND CLIENT READINESS

Planning a Workplace Project from Scope to Deadline

Detailed practice, calculation, decision-making, and assessment

GRADES 9-12	TIME 2 x 42 min	GROUPING I / pairs / whole	PRODUCT Launch
YOUR CHALLENGE Turn a fictional client request into a clear scope, task sequence, timeline, resource plan, and approval process.			

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

Workplace projects succeed when the team understands what must be produced, who the audience is, what is included, what is excluded, when decisions are due, and how quality will be checked. Starting work before clarifying the request can waste time and money.

Term	Student-friendly meaning
Scope	The agreed boundaries and required results of a project.
Deliverable	A product or result that must be completed.
Milestone	A meaningful checkpoint in a project timeline.
Dependency	A task or decision that another task depends on.
Constraint	A limit involving time, cost, tools, access, or requirements.
Approval	Documented permission to move forward or accept work.
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 - Read a Fictional Client Request

A school club wants a one-page event flyer and digital post for a career fair in four weeks. Audience: grades 9-12. Budget: \$120. Required: date, time, location, accessibility contact, and registration directions.

Request item	Known information	Missing question	Why it matters
Purpose			
Audience			
Deliverables			
Required content			
Budget			
Deadline			
Approval			

Do not use real student contact information.

Part 2 - Write a Project Scope Statement

Define goal, deliverables, inclusions, exclusions, success measures, roles, and approval.

Scope element	Student response	Evidence/measure
Goal		
Deliverables		
Included		
Excluded		
Success		
Roles		
Approval		

A clear exclusion prevents assumptions from becoming unpaid or unplanned work.

Part 3 - Build a Four-Week Work Plan

Sequence research, content approval, draft, review, accessibility check, revision, final approval, and delivery.

Task	Owner	Start/end	Dependency	Completion evidence
Research				
Content approval				
Draft				
Review				
Accessibility				
Revision				
Final approval				
Delivery				

Place approval before publishing.

Part 4 - Create a Resource and Cost Plan

Fictional options: printing \$65, approved stock image \$20, QR service \$0, design software \$0 school license, contingency \$15.

Resource	Cost	Purpose	Approval/source	Alternative
Printing				
Image				
QR				
Software				
Contingency				
Total				

Calculate the planned total and remaining budget.

Part 5 - Write a Project Kickoff Brief

Prepare a 175-225 word kickoff message and risk plan.

Brief element	Decision/action
Objective	
Audience	
Deliverables	
Timeline	
Budget	
Quality	
Risk	
Next approval	

Name two risks, triggers, and responses.