

General Course Info

Course Number: DIG3521

Course Title: Project Methodologies

Credit Hours: 3.0

Course Instructor

Prerequisite: BA in Digital Arts and Sciences major

Facilitating Faculty: Prof. James Oliverio

Presenting Faculty: Prof. Tim Difato

Contact Email: Canvas email

Preferred Communication: Canvas email

Office (hours): Tues/Thurs by [appointment](#)

Course Description

This course introduces skills for successfully planning and managing digital projects. Focusing on the production of digital games, animation, and digital audio/video, students will learn about the project management life cycle, project parameters, matrix management challenges, effective project management tools and techniques, interpersonal skills, and the role of a project manager.

COURSE GOALS AND/OR OBJECTIVES

By the end of this course, students will be able to:

- Demonstrate knowledge of fundamental tools used to manage digital media projects.
- Implement the pre-production cycle and plan projects effectively.
- Articulate project ideas and communicate them effectively to others.
- Practice the managerial mindset and culture through industry-standard techniques such as Agile development.
- Reduce project risk through key performance metrics.
- Allocate and align proper resources for a successful project.
- Lead and communicate with production teams, clients, and stakeholders.

PREREQUISITE KNOWLEDGE AND SKILLS

BA in Digital Arts and Sciences major

Required Textbooks, Hardware, and Software

- *Effective Project Management: Traditional, Agile, Extreme.* Wiley, 2009.
 - 8th Edition
 - ISBN-10: 1119562805
- Monday.com (*Free account will be setup in class*)
- MIRO.com (Student's must setup a free account)
- MS Suite or Google Docs (Teams, PPT, MS Word, Excel)

Recommended Materials

- Lyons, Nancy and Meghan Wilker. *Interactive Project Management: Pixels, People, and Process.* New Riders, 2012.
 - 1st Edition
 - ISBN-10: 0321815157
- Irish, Dan. *The Game Producer's Handbook.* Cengage Learning PTR. 2005.
 - 1st Edition

Course Management System

E-Learning in Canvas is the course management system that you will use for this course. E-Learning in Canvas is accessed by using your Gatorlink account name and password at <http://elearning.ufl.edu/>. ([Links to an external site.](#)) There are several tutorials and student help

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links on the E-Learning login site. If you have technical questions call the UF Computer Help Desk at 352-392-HELP or send an email to helpdesk@ufl.edu.

It is important that you regularly check your Gatorlink account email for College and University-wide information and the course E-Learning site for announcements and notifications.

Course websites are generally made available on the Friday before the first day of classes.

Week	Sprint	Topic	Assignments
1	Orientation	Welcome to DIG3521	Orientation Retrospective
1	1	What Is a Project?	Sprint 1 Daily Scrum Sprint 1 Retrospective
2	2	Projects and Scope	Sprint 2 Daily Scrum Sprint 2 Retrospective
3	3	Project Management Life Cycle (PMLC)	Sprint 3 Daily Scrum Sprint 3 Retrospective Stakeholder/Client Delivery: Sprints 1 & 2
4	4	PMLC - Scope Phase	Sprint 4 Daily Scrum Sprint 4 Retrospective
5	5	PMLC - Plan Phase Part 1	Sprint 5 Daily Scrum Sprint 5 Retrospective Stakeholder/Client Delivery: Sprints 3 & 4
6	6	PMLC - Plan Phase Part 2	Sprint 6 Daily Scrum Sprint 6 Retrospective
7	7	PMLC - Plan Phase Part 3	Sprint 7 Daily Scrum Sprint 7 Retrospective Stakeholder/Client Delivery: Midterm
8	8	PMLC - Launch Phase - Agile Scrum	Sprint 8 Daily Scrum Sprint 8 Retrospective
9	9	PMLC - Launch Phase - Waterfall	Sprint 9 Daily Scrum Sprint 9 Retrospective Stakeholder/Client Delivery: Sprints 7 & 8
10	10	PMLC - Launch Phase - Teams	Sprint 10 Daily Scrum Sprint 10 Retrospective

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Week	Sprint	Topic	Assignments
11	11	Brainstorming	Sprint 11 Daily Scrum Sprint 11 Retrospective Stakeholder/Client Delivery: Sprints 9 & 10 Final Project Preview
12	12/13/14	Digital Pipelines: Digital Production/Animation/Game Development	Digital Production/Animation/Game Development Daily Scrum Digital Production/Animation/Game Development Retrospective
13	12/13/14	Digital Pipelines: Digital Production/Animation/Game Development	Digital Production/Animation/Game Development Daily Scrum Digital Production/Animation/Game Development Retrospective
14	12/13/14	Digital Pipelines: Digital Production/Animation/Game Development	Digital Production/Animation/Game Development Daily Scrum Digital Production/Animation/Game Development Retrospective
15/16	15	Congratulations!	Sprint 15 Daily Scrum Stakeholder/Client Delivery: Final Exam Final Project Submit

This schedule is only a guide and is subject to change. Unless otherwise indicated, assignments and readings are due the day they are listed on the syllabus, not the following day.

Course Summary & Schedule:

Date	Details	Due
Wed Jan 17, 2024	Discussion Topic Orientation Daily Scrum Assignment Orientation Retrospective	due by 11:59pm due by 11:59pm
	Discussion Topic Sprint 1 Daily Scrum Assignment Sprint 1 Weekly Retrospective	due by 11:59pm due by 11:59pm
Sun Jan 21, 2024	Discussion Topic Sprint 2 Daily Scrum Assignment Sprint 2 Weekly Retrospective	due by 11:59pm due by 11:59pm
Tue Jan 23, 2024	Assignment Practice: HonorLock Proctoring - Stakeholder/Client Delivery	due by 11:59pm
Wed Jan 24, 2024	Assignment Stakeholder/Client Delivery: Sprints 1 & 2	due by 11:59pm
Sun Jan 28, 2024	Discussion Topic Sprint 3 Daily Scrum Assignment Sprint 3 Weekly Retrospective	due by 11:59pm due by 11:59pm
Sun Feb 4, 2024	Discussion Topic Sprint 4 Daily Scrum Assignment Sprint 4 Weekly Retrospective	due by 11:59pm due by 11:59pm
Wed Feb 7, 2024	Assignment Stakeholder/Client Delivery: Sprints 3 & 4	due by 11:59pm
Sun Feb 11, 2024	Discussion Topic Sprint 5 Daily Scrum Assignment Sprint 5 Weekly Retrospective	due by 11:59pm due by 11:59pm
Sun Feb 18, 2024	Discussion Topic Sprint 6 Daily Scrum Assignment Sprint 6 Weekly Retrospective	due by 11:59pm due by 11:59pm
Wed Feb 21, 2024	Assignment Stakeholder/Client Delivery: Midterm	due by 11:59pm
Sun Feb 25, 2024	Assignment Sprint 7 Weekly Retrospective Discussion Topic Sprint 7 Daily Scrum	due by 11:59pm due by 11:59pm
Sun Mar 3, 2024	Assignment Sprint 8 Weekly Retrospective Discussion Topic Sprint 8 Daily Scrum	due by 11:59pm due by 11:59pm
Wed Mar 6, 2024	Assignment Stakeholder/Client Delivery: Sprints 7 & 8	due by 11:59pm
Sun Mar 10, 2024	Discussion Topic Sprint 9 Daily Scrum Assignment Sprint 9 Weekly Retrospective	due by 11:59pm due by 11:59pm
Sun Mar 24, 2024	Discussion Topic Sprint 10 Daily Scrum Assignment Sprint 10 Weekly Retrospective	due by 11:59pm due by 11:59pm
Wed Mar 27, 2024	Assignment Stakeholder/Client Delivery: Sprints 9 & 10	due by 11:59pm
Sun Mar 31, 2024	Assignment Final Project Preview Discussion Topic Sprint 11 Daily Scrum Assignment Sprint 11 Weekly Retrospective	due by 11:59pm due by 11:59pm due by 11:59pm
Sun Apr 21, 2024	Discussion Topic Animation Daily Scrum Assignment Animation Weekly Retrospective Discussion Topic Digital Production Daily Scrum	due by 11:59pm due by 11:59pm due by 11:59pm

Date	Details	Due
	Assignment Digital Production Weekly Retrospective	due by 11:59pm
	Discussion Topic Game Development Daily Scrum	due by 11:59pm
	Assignment Game Development Weekly Retrospective	due by 11:59pm
Wed Apr 24, 2024	Assignment Final Project Submit	due by 11:59pm
Sun Apr 28, 2024	Discussion Topic Sprint 15 Daily Scrum	due by 11:59pm
Wed May 1, 2024	Assignment Stakeholder/Client Delivery: Final Exam	due by 11:59pm
	Assignment Stakeholder/Client Delivery: Final Exam Version 2	
	Assignment Stakeholder/Client Delivery: Midterm Version 2	
	Assignment Stakeholder/Client Delivery: Sprints 7 & 8 Version 2	
	Assignment Stakeholder/Client Delivery: Sprints 9 & 10 Version 2	

Assignments are weighted by group:

Group	Weight
Assignments	0%
Retrospective	10%
Daily Scrum	10%
Stakeholder/Client Delivery	40%
Mid-Term Exam	10%
Final Exam	15%
Final Project	15%
Total	100%

Evaluation of Grades

Category	Points	Percentage
Total	1010	100%
Retrospective	150	10%
Daily Scrum	160	10%
Stakeholder/Client Delivery	400	40%
Midterm Exam	100	10%
Final Exam	100	15%
Final Project	100	15%

Grading Scale

Letter Grade	% Equivalency	GPA Equivalency
A	94-100%	4.0
A-	90 – 93.99%	3.67
B+	87 – 89.99%	3.33
B	84 – 86.99%	3.00
B-	80 – 83.99%	2.67
C+	77 – 79.99%	2.33
C	74 – 76.99%	2.00
C-	70 – 73.99%	1.67
D+	67 – 69.99%	1.33
D	64 – 66.99%	1.00
D-	60 – 63.99%	.67
E, I, NG, S-U, WF	0 – 59.99%	0.00

More information on grades and grading policies can be found on the [UF Grades and Grading Policies webpage](https://catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/) [Links to an external site.](https://catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/) (https://catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/)

No rounding up of grades will occur in this class. Final grades are final. (Ex. 93.99 is an A-)

COURSE POLICIES**MAKE-UP POLICY**

Unless discussed, and approved by the instructor at least 72 hours in advance of the deadline, late assignments will not be accepted. Excluded from this policy are any assignments missed due to medical emergencies.

ATTENDANCE POLICY

We value participation more than mere attendance. Each Instructor is responsible for communicating the specific details of what percentage of your grade (if any) will be assigned to participation, and how class participation will be measured and graded.

Students are expected to keep up with the weekly course videos and content in a timely manner and be proactive in setting up real-time team meetings for certain assignments. To achieve participation, students are expected to complete a weekly discussion post due at the end of every week.

Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found at: <https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/> (Links to an external site.)

COURSE TECHNOLOGY

The students will be required to use a personal computer with access to the Internet. Microsoft Suite will be required along with several online software platforms. (*Monday.com, MIRO.com, Acrobat PDF Reader and Editor.*)

The University of Florida and Digital Worlds requires that students have access to and on-going use of a laptop/mobile computer for DIG courses in order to be able to function in the current learning environment.

Digital Worlds requires each student's laptop computer to meet certain minimum specs for heavy graphics use, the requirements documented below must be met.

DW Technology Requirements: <http://digitalworlds.ufl.edu/programs/ba-in-digital-arts-sciences/new-student-buyers-guide/> ([Links to an external site.](#))

COURSE COMMUNICATIONS

Students can communicate directly with the Instructor regarding the course material through the course management system (CANVAS). Electronic communication will be responded to M-F from 9 AM to 5 PM.

OFFENSIVE MATERIAL

It is the policy of this class that material that may be considered offensive is to be preceded with an appropriate warning to the reader that such material is contained within. Please be courteous and considerate of others at all times during this class.

COURSE RECORDINGS

Our class sessions and/or office hours may be audio-visually recorded. Students who participate with their camera engaged or utilize a profile image are agreeing to have their video or image recorded. If you are unwilling to consent to have your profile or video image recorded, be sure to keep your camera off and do not use a profile image. Likewise, students who un-mute during class and participate orally are agreeing to have their voices recorded. If you are not willing to consent to have your voice recorded during class, you will need to keep your mute button activated and communicate exclusively using the "chat" feature, which allows students to type questions and comments live. The chat will not be recorded or shared. As in all courses, unauthorized recording and unauthorized sharing of recorded materials is prohibited.

CREATION OF ORIGINAL CONTENT ETHICS

For original projects and all assignment deliverables, students should remember that representations of acts of violence, coarse and offensive language, sexual behavior, bodily function and ability, neurodiversity, and personal identity are likely to cause extreme audience response, regardless of the creator's intentions. In addition, the recreation of such actions and subjects for fictional purposes may unintentionally traumatize or negatively impact those who collaborate in the creation of the images. While the university encourages students to explore themes and tell stories that may include this difficult subject matter, they should be cautioned against modes or styles of representation that might be considered unnecessarily offensive or potentially triggering. Instructors, faculty, and university administrators reserve the right to not show or share any student work they feel is inappropriate for their classroom or for public exhibition, as there may be concerns about the impact of such work on the community. We encourage students to consult with their faculty when producing work that might be considered controversial, and to err on the side of being cautious when it comes to making decisions about a project's content - in other words, make the PG-13 version of your story, not the R version, and certainly not the "unrated" version. This is also to help students understand that most professional creative situations have strict guidelines and limitations on such content and how it is produced: your ability to tell stories effectively with "less" is a strong professional skill that will aid in the dissemination of your work to a broader audience.

TECHNOLOGY SUPPORT CENTER

The [Technology Support Center](#)

[Links to an external site.](#) provides computer support for Digital Worlds students who access Zoom, lecture recordings, student equipment, facilities, and other technology-based resources.

<http://digitalworlds.ufl.edu/support>

[Links to an external site.](#)

For computer assistance related to Zoom, lecture recordings, student equipment, and facilities requests please email support@digitalworlds.ufl.edu.

UF COMPUTING HELP DESK

For support related to account services, technical consulting, mobile device services, software services, administrative support, application support center, and learning support services, please contact the [UF Computing Help Desk](#) [Links to an external site.](#) available 24 hours a day, 7 days a week at 352-392-4357 or helpdesk@ufl.edu.

UNIVERSITY HONESTY POLICY

UF students are bound by The Honor Pledge that states, “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: “On my honor, I have neither given nor received unauthorized aid in doing this assignment.”

[The Honor Code](#)

[Links to an external site.](#) (<https://www.dso.ufl.edu/sccr/process/student-conducthonor-code/>) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor or TAs in this class.

CLASS DEMEANOR

Students are expected to arrive to class on time and behave in a manner that is respectful to the instructor and to fellow students. Please avoid the use of cell phones and restrict eating to outside of the classroom. Opinions held by other students should be respected in discussion, and conversations that do not contribute to the discussion should be held at minimum, if at all.

STUDENTS REQUIRING ACCOMMODATIONS

Students with disabilities requesting accommodations should first register with the [Disability Resource Center](#) [Links to an external site.](#) (352-392-8565, www.dso.ufl.edu/drc/) by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester.

NETIQUETTE COMMUNICATION COURTESY

All members of the class are expected to follow rules of common courtesy in all email messages, threaded discussions and chats. For more information, refer to the [Netiquette Guide for Online Courses](#) [Links to an external site.](#) (https://www.cise.ufl.edu/wp-content/uploads/2019/08/CISE_Netiquette_Guide.pdf)

SOFTWARE USE

All faculty, staff, and students of the University are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against University policies and rules, disciplinary action will be taken as appropriate. We, the members of the University of Florida community, pledge to uphold ourselves and our peers to the highest standards of honesty and integrity.

STUDENT PRIVACY

There are federal laws protecting your privacy with regards to grades earned in courses and on individual assignments. For more information, please see: <https://catalog.ufl.edu/UGRD/academic-regulations/ferpa-confidentiality-student-records/> [Links to an external site.](#)

ONLINE COURSE EVALUATIONS

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at [https://gatorevals.aa.ufl.edu/students/Links to an external site.](https://gatorevals.aa.ufl.edu/students/Links%20to%20an%20external%20site.). Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via [https://ufl.bluera.com/ufl/Links to an external site.](https://ufl.bluera.com/ufl/Links%20to%20an%20external%20site.). Summaries of course evaluation results are available to students at [https://gatorevals.aa.ufl.edu/public-results/Links to an external site.](https://gatorevals.aa.ufl.edu/public-results/Links%20to%20an%20external%20site.).

RESOURCES

Health and Wellness

- **U Matter, We Care:** If you or a friend is in distress, please contact umatter@ufl.edu or 352 392- 1575 so that a team member can reach out to the student.
- **[Counseling and Wellness Center](#)**

[Links to an external site.](#) (<http://www.counseling.ufl.edu/cwc/Default.aspx>

- **[Links to an external site.](#)**, 392-1575; and the University Police Department: 392-1111 or 9-1-1 for emergencies.
- **Sexual Assault Recovery Services (SARS).** Student Health Care Center, 392-1161.
- **University Police Department** **[Links to an external site.](#)**, <http://www.police.ufl.edu/>
- **[Links to an external site.](#)**, 392-1111 (or 9-1-1 for emergencies).
- **UF Health Shands Emergency Room / Trauma Center** For immediate medical care call 352-733-0111 or go to the emergency room at 1515 SW Archer Road, Gainesville, FL 32608; **[Visit the UF Health Emergency Room and Trauma Center website](#)**
- **[Links to an external site.](#)**.

ACADEMIC RESOURCES

- **[E-learning technical support](#)**

[Links to an external site.](#): 352-392-4357 (select option 2) or e-mail to Learning-support@ufl.edu; <https://lss.at.ufl.edu/help.shtml>.

- **[Links to an external site.](#)**
- **Career Resource Center:** **[Links to an external site.](#)** 392-1601; Reitz Union; Career assistance and counseling; <http://www.crc.ufl.edu/>
- **[Links to an external site.](#)**
- **Library Support** **[Links to an external site.](#)**, <http://cms.uflib.ufl.edu/ask>
- **[Links to an external site.](#)**. Various ways to receive assistance with respect to using the libraries or finding resources.

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- **Teaching Center** [Links to an external site.](http://teachingcenter.ufl.edu/), Broward Hall, 392-2010 or 392-6420. General study skills and tutoring. <http://teachingcenter.ufl.edu/>
- [Links to an external site.](#)
- **Writing Studio** [Links to an external site.](http://writing.ufl.edu/writing-studio/), 302 Tigert Hall, 846-1138. Help brainstorming, formatting, and writing papers. <http://writing.ufl.edu/writing-studio/>
- [Links to an external site.](#)
- **Student Complaints Campus** [Links to an external site.:](https://www.dso.ufl.edu/documents/UF_Complaints_policy.pdf)
https://www.dso.ufl.edu/documents/UF_Complaints_policy.pdf
- [Links to an external site.](#)
- **On-Line Students Complaints** [Links to an external site.:](http://www.distance.ufl.edu/student-complaint-process) <http://www.distance.ufl.edu/student-complaint-process>
- [Links to an external site.](#)
- **Office of the Ombuds:** [\(Links to an external site.\)https://umatter.ufl.edu/office/office-of-the-ombuds/](https://umatter.ufl.edu/office/office-of-the-ombuds/)
- [Links to an external site.](#)
- **Online Students Complaints:** [Links to an external site. View the Distance Learning Student Complaint Process Links to an external site..](#)