Middle and High School

Lesson Plan: Manage Project Communication

Overview

In *Manage Project Communication*, students will use digital tools to manage communication for a large-scale project that benefits their school or community. You can use this lesson to facilitate the selection and completion of a community service project with a class or large group of students.

This lesson is one of seven that can be used to complete different components of the project. To find the other lessons, visit the Applied Digital Skills curriculum page, and click on Capstone Collection.

Objectives

By the end of this lesson, students should be able to:
- Achieve the following objective(s):
  - Manage communication for a large-scale group project that benefits the community by creating a contact group label in Google Contacts, writing an email to a group with Gmail, and creating a meeting agenda in Google Docs.

- Answer the following essential question(s):
  - How can digital tools make communication with others more efficient?

- Internalize the following enduring understanding(s):
  - Gmail is an effective way to communicate with groups.
  - Google Docs makes it easy to communicate, share, and collaborate in a document with a group to share important information and ideas.

Digital Skills

As they complete this lesson, students will learn and practice the following digital skills:
- Add a new contact.
- Create a contact group label.
- Compose and send an email to a group.
- Add a contact group to an email.
- Add an attachment or link to an email.
- Send an email to a group.
- Add text to a document.
- Format text in a document.
- Share a document with a group.
- Comment in a document.

Terms and Concepts

As they complete this lesson, students will learn and use the following terms and concepts:
- Contact group label
- Attachment
- Agenda
- Greeting
- Body
- Closing

🕐 Total Duration	💼 Materials
• 45 minutes (can be extended to 90 minutes with extension videos)	• Computer with internet access (per student) • Headphones (per student) • Applied Digital Skills website

Lesson Outline: Main Videos Plus Extensions

	Video	Duration	Description
1	Introduction to Manage Project Communication	5 min	Students are introduced to the lesson, sign in to their Google accounts, and open Google Contacts.
2	Create a Contact Group	10 min	Students add contacts for group members and others involved in the project, create and name a new contact group label, and apply label to each contact.
3	Email Your Project Contact Group	10 min	Students compose an email to their project group members using the contact group label they previously created, and attach a link to a file.
4	Create a Meeting Agenda	15 min	Students create an agenda in a document for an upcoming group project meeting and share it with meeting attendees.
5	Manage Project Communication Wrap-Up	5 min	Students wrap up the lesson and discover how the skills they learned can apply to other tasks.
*	Extension: Schedule a Project Meeting with Google Calendar	10 min	Students use Google Calendar to send their group a meeting invitation with an attachment.

*	Extension: Send an Email Thanking a Project Participant	10 min	Students write an email thanking someone for their involvement in the group project.
*	Extension: Create a Project Exit Survey for Your Group with Google Forms	10 min	Students create a customized survey form to ask participants questions to learn about their experiences and opinions about the project after it has been completed.

🔧 Prep

Before introducing this lesson to students:
- Create a teacher account at g.co/applieddigitalskills, and add a class.
- Distribute the class code to your students.
- Place your students into small groups for collaboration during this lesson, if preferred.

☰ Procedure

1. Introduce the lesson: Prompt students to think about managing communication for a group project (see Appendix for suggested prompts).
2. Check in with students during class: Meet one-on-one or in small groups as students watch videos (see Appendix for suggested prompts).
3. Wrap up the lesson: Give a short closing and facilitate brief discussion about what students learned and experienced (see Appendix for suggested prompts).

☰✓ Check Outcomes

Walk around class and monitor progress to ensure students:
- Add group members to their contacts.
- Create and label a new contact group.
- Send an email to their group using the contact group label.
- Attach a file or link to the email.
- Create and rename a new document.
- Add and format text in a document.
- Share document with group with permission to comment.
- Add comments and suggestions to a document.

📋 Assessments

Applied Digital Skills offers two tools to help measure student learning -- the end-of-lesson quiz and the student project rubric.

- **The end-of-lesson quiz** contains multiple-choice and open response questions. Use the quiz to help measure students' ability to recall what was covered in the lesson and demonstrate their understanding of how to use digital skills in different scenarios.
  - Note that the answer key is only available here in the teacher lesson plan
- **The student project rubric example** includes example criteria to score and provide comments on student projects created for this lesson. The rubric is designed to measure students' understanding and their ability to apply the digital skills covered in the lesson. Add additional rubric criteria to meet your needs.

📋 Resources

- [Example project](#)
- [Student Project Rubric](#)
- [Appendix](#)

Tip: This lesson is designed to be completed in a single class period. It has multiple videos for students to watch, which vary in duration and guide students through building a main project around a central theme. Also included are three optional extension videos, which should each take students 5-10 minutes to complete. They can be added to the main lesson to extend instructional time and allow students to add on to their projects and reinforce skills.

Tip: Assign groups. Some videos require students to work in pairs or groups. Save time by assigning students before the lesson begins.

Tip: Reserve 5 minutes at the beginning and end of each lesson. Start each class with a 5-minute introduction and end each class with a 5-minute closing.

Tip: Use the rubric to evaluate student work. Rubrics are linked in each lesson plan to evaluate student work. Share a copy of the rubric with students before they turn in their projects.

Example Student Outcome (Create a Contact Group Label)

Google
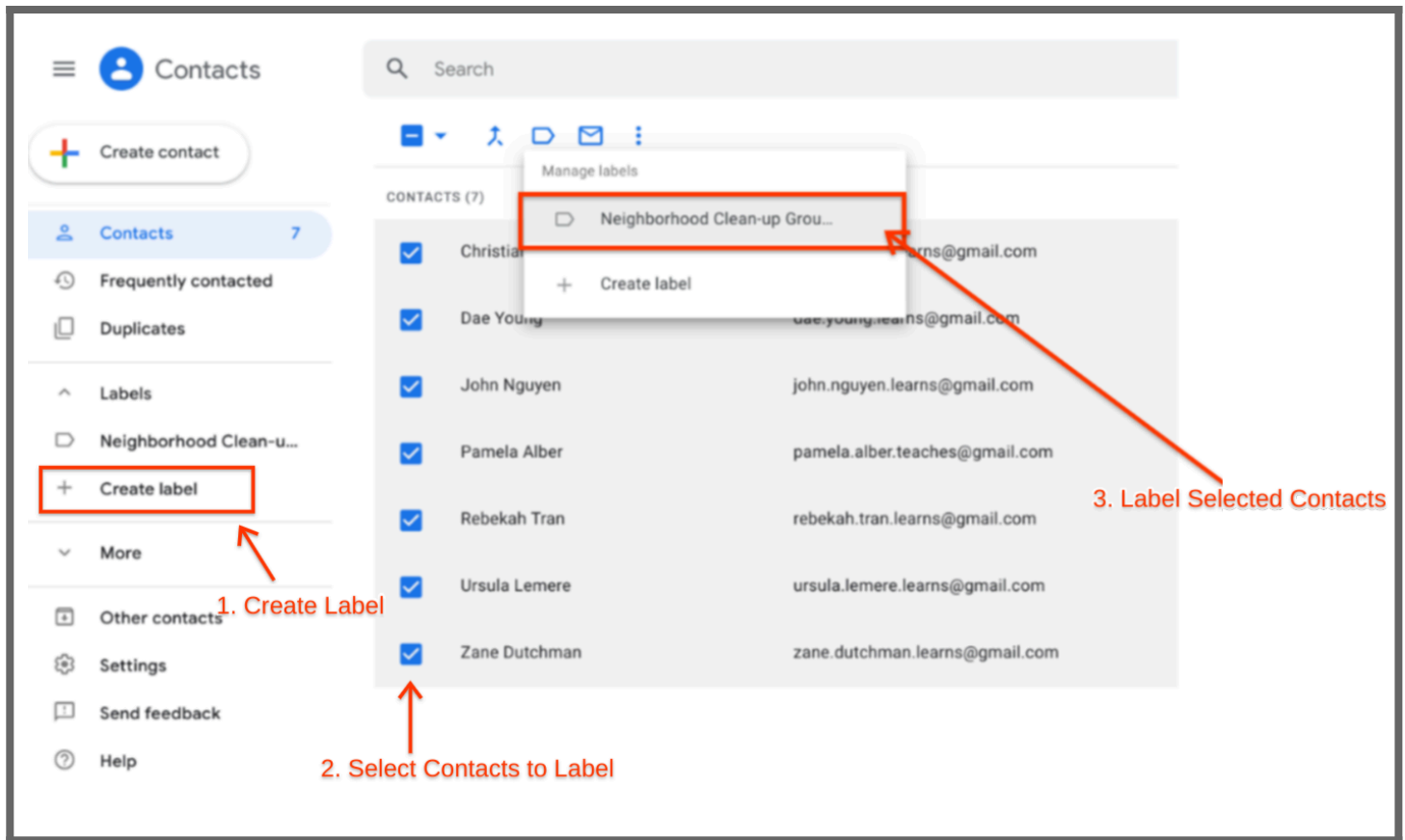
Example Student Outcome (Write an Email)

Mayor Patel's Questions

To Christian Law ✕   Dae Young ✕   John Nguyen ✕   Rebekah Tran ✕   Ursula Lemere ✕   Zane Dutchman ✕ | ← Contact Group Inserted in the "To" field   Cc Bcc

Add: Pamela Alber

Mayor Patel's Questions ← Subject

Hello, ← Greeting

Mayor Patel sent me a document today with some questions she has about our project. ← Body

Please look at the questions by June 26 so we can talk about them together at our meeting that day.

Thank you, ← Closing

Martina

Sans Serif

Send

Example Student Outcome (Create a Meeting Agenda)

Neighborhood Clean-Up Meeting Agenda - June 26 ← Appropriately renamed

File   Edit   View   Tools   Help

90%   View only

Neighborhood Clean-Up Meeting ← Titled and formatted

Details

June 26, 2019, 12:00 p.m.
Library Conference Room, Westwood High School ← Details (date, time, location) added

Attendees

Zane Dutchman, Christian Law, Ursula Lemere, John Nguyen, Martina Rojas, Rebekah Tran, Dae Young ← Attendees (group members, others) added

Purpose

To discuss the progress of organizing our neighborhood clean-up project. ← Purpose of the meeting

Topics to Discuss

1. Review questions the mayor sent to us (Martina)
2. Finalize list of items we need to buy (tools, etc.)
3. Decide which members are going to neighborhood sign-up event
4. Finalize our website (Rebekah)
5. Decide if we will ask for snack donations from local businesses (Christian)

Section headings typed and formatted

List of topics typed and formatted with numbered list

Name of person responsible for agenda item

Example Student Outcome: Extension (Schedule a Project Meeting with Google Calendar)

Example Student Outcome: Extension (Send an Email Thanking a Project Participant)

Thanks to Mrs. Tyrell for helping us!

Christian Law, Dae Young, John Nguyen, Pamela Alber, Rebekah Tran, Ursula Lemere, Zane Dutchman, lana.tyrell.teaches@gmail.com, manuel.romero.teaches@gmail.com ← Contact group and person being thanked added as recipients

Thanks to Mrs. Tyrell for helping us! ← Subject is appropriate for email topic

Hello, ← Greeting

Happy Friday! Yesterday's sign-up event was a huge success.

We couldn't have done it without our school librarian, Mrs. Lana Tyrell. She has spent the last month helping us reserve the library conference room and allowed us to eat our lunches in there during meetings. She stayed late after school yesterday while we held our volunteer sign-up event in the library.

Stop by Mrs. Tyrell's desk and thank her, or reply to this email and say thanks!

Best, ← Closing

Martina

Included in body is: Who is being thanked, why they are being thanked, how their accomplishment affects the group or project.

Example Student Outcome: Extension (Create a Project Exit Survey for Your Group with Google Forms)

Appendix

Manage Project Communication

Introduce the lesson and prompt students to think about communicating and collaborating with their group while working on a large-scale project that benefits their school or community. Communication can be made more manageable by creating a contact group, sending emails, and creating and collaborating in a meeting agenda document.

Say	*To get started and join our class, go to* g.co/applieddigtialskills *and select "Sign In." Click on your Google account (or create one), choose "I am a student," and enter our class code.* (Teacher note: Locate your class code on your dashboard.) *After you join our class, proceed to Video 1 and begin watching.*
Ask	● *How do you communicate with others when working with a group?* ● *What tools do you currently use to help you communicate with others?* ● *How might digital tools help your group communicate effectively and efficiently?*

Describe the activities and outcomes for the lesson.

Say	*In this lesson, you will create a label for a contact group and add group members and others to it. Then, you will write an email using the contact group label and attach or link a file to the email. Finally, you will create a meeting agenda and share it with your group.*
Say	*Go to* g.co/applieddigitalskills *and select "Sign In" to log into your profile. If you see "Wait," click it and move onto the next unit. If you already see "Introduction to Manage Project Communication]" then you are ready to begin watching the first video. Watch the first video, and complete the steps described.*
Teacher Note	If students need help accessing the lesson, have them navigate the curriculum menu by clicking on "Curriculum" at the top of the page, then scrolling down and selecting the correct lesson.
Intro/Closing Questions	● *Why is communication important when working on a large project with others?* ● *How can digital tools help you communicate more efficiently with your group?*
Engage	● *How do you usually communicate when working with others on an assignment or project?* ● *What aspect of communication do you find most valuable when communicating with a group? (email, documents, meetings, others)*

Wrap up the lesson.

Wrap-Up	Summarize the lesson and celebrate that, as a result of the skills learned, they created an exciting project.
Say	*In this lesson, you used digital tools like email and documents to manage communication for a large-scale group project that benefits your school or community.*
Ask	● *What else might you use digital tools like email and documents for?* ● *How will you apply the new skills you learned here to your life, school, or work?*

Quiz Answer Key

1. C
2. A
3. D
4. B
5. B
6. C
7. C
8. B
9. B
10. Open-ended
11. Open-ended
12. Open-ended

Evaluating Open-ended Response to Question 10
Look for responses that include: Digital tools can:
● Keep the group organized,
● Help communicate what the steps are in the project with the entire team,
● Help project members avoid mistakes,
● Keep the project running smoothly and/or efficiently

Questions 11 and 12
Responses to these two questions can be used to:
● Identify concepts and/or skills that students may need additional instruction on or practice with to fully understand.
● Identify where the digital skills and concepts could be embedded in future classroom activities and assignments.
● Identify if students are making connections between the digital skills and concepts covered in this lesson and how they can use those digital skills and concepts in different settings or on different assignments.