

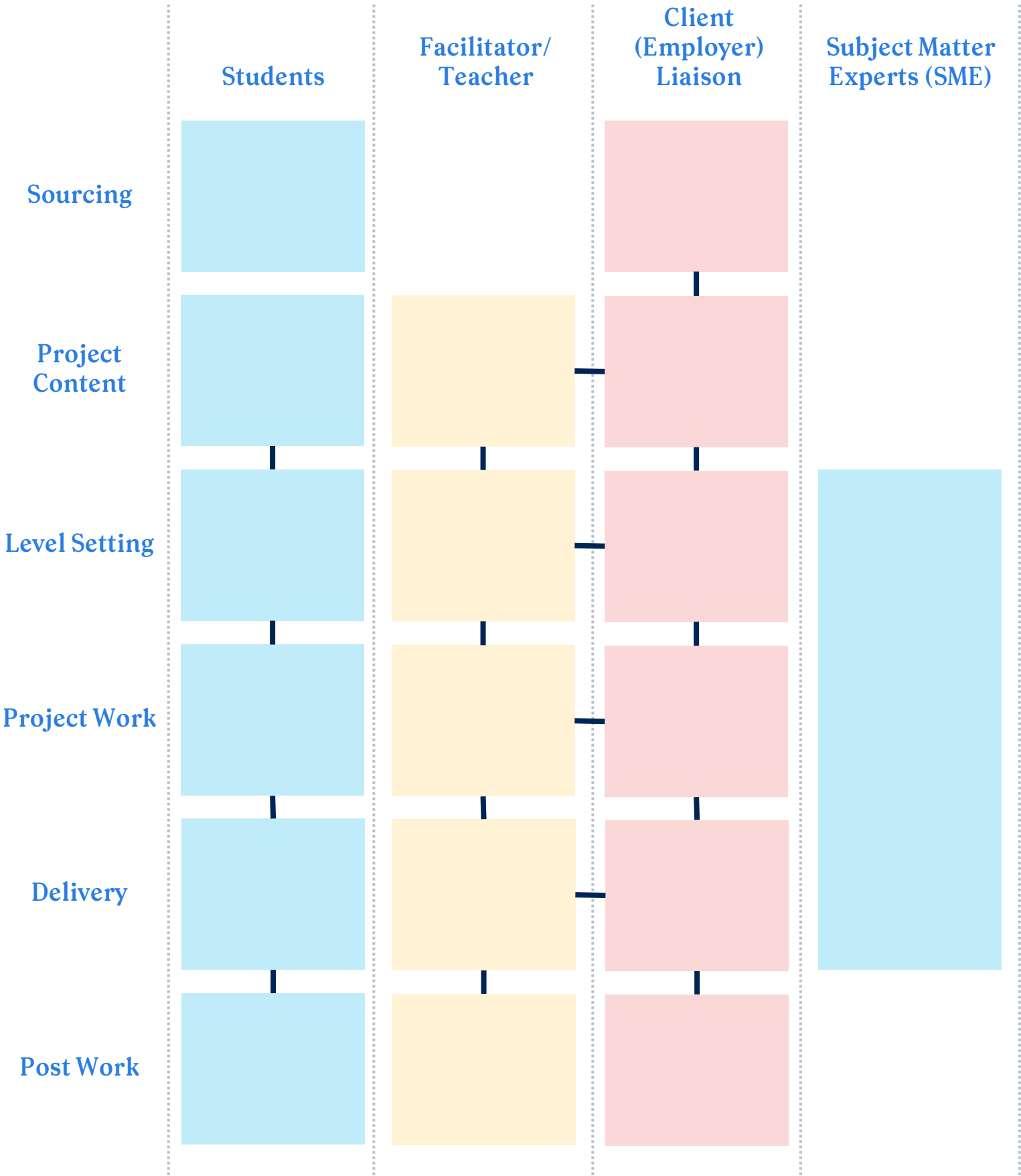
Client Connected Projects Process Outline

Consider this process outline as you plan the phases, roles, and respective activities throughout the project. Prior to starting this process, the teacher, course and learning objectives have been defined and mapped to necessary standards.

	Students	Facilitator/ Teacher	Client (Employer) Liaison	Subject Matter Experts (SME)
Sourcing	Student surfaces project		Client surfaces project	
Project Content	Learn from scaffolded experiences	Plan project content	Plan project content	
Level Setting	Review academic and authentic outcomes of the project	Communicate project-aligned academic outcomes for students and engage external SMEs	Communicate project-based outcomes and expectations	Serve as primary resource for industry knowledge. share insights and make connections to other experts when possible.
Project Work	Plan and execute work, and document problem-solving process	Coach students through project management, teach meaningful lessons, and support process documentation	Regular touchpoints throughout the process for guidance and feedback	
Delivery	Submit final product and share problem-solving process	Evaluate final product and presentation	Evaluate final product and presentation	
Post Work	Document key lessons learned and follow-up with the client and SME's (e.g. thank you, LinkedIn invite)	Guide students through the reflection and follow-up process	Evaluate and refine involvement for next iteration	

Planning the Process

Fill in this template as you think about your own projects.



Time Frame	2 weeks	4 weeks	1 week	4 weeks	1 week	4 weeks		
Step	Introduction	Empathize	Define	Ideate	Prototype	Test	Implement	Reflection
Process Description	Establish team, project, and process expectations	Compile data to understand the pain points of stakeholders or end users	Analyze and convert data to a problem or need statement that informs the project	Brainstorm potential solutions, sort and classify ideas, and verify their viability	Utilize project management to develop iterations of a prototype meeting the problem/need	Compile and analyze data to determine how the prototype solves the problem or meets the need	Pitching the plan for the solution and/or putting the plan into action	Documenting progress and telling the student story
	Develop team agreement; send professional introduction email to client	Learn, develop and execute an appropriate system/plan to gather relevant data	Learns how to compile, analyze, and communicate data effectively	Brainstorms and learns to sort and classify ideas; pitches ideas effectively to client	Commits to creative process, collaborates, documents progress, and reflects on growth	Learn, develop, and execute an appropriate system to test prototype iterations and make needed adjustments	Develop presentation, pitch plan, and/or put plan into action	Guide students through documentation and delivery of reflection & storytelling process.
Teacher Role	Communicates team, project, and process expectations and resources to students, clients, and SMEs	Provides and supports using resources for appropriate data collection	Provides and supports using resources for sorting and classifying ideas and pitching effectively to client	Provides and supports using resources for sorting and classifying ideas and pitching effectively to client	Coach students through project and change management, meaningful lessons, and support process documentation	Receives testing report and provides any relevant feedback on changes before implementation	Evaluate any final elements tied to standards/learning targets/essential skills	Evaluate any final elements tied to standards/learning targets/essential skills
Client Role	Develops open-ended question or problem and reviews project and process expectations	Meets with student(s) to clarify issue and connect them with relevant stakeholders	Receives data report and provides any relevant feedback	Receives idea pitch and gives feedback and approval to begin prototype(s)	Meets for regular touchpoints throughout the process for guidance and feedback	Provides & supports using resources for appropriate testing & appropriate testing & coaches through barriers and setbacks	Evaluate final product and presentation	Evaluate and refine involvement for next iteration
SME Role	Reviews project and process expectations	Presents appropriate techniques for data collection	Presents effective data analysis and report writing / presentation techniques	Presents effective techniques for sorting & classifying ideas and/or pitching effectively to client	Serve as primary resource for industry knowledge when/if client is not available Share insights and make connections to other experts when possible		Evaluate and refine involvement for next iteration	
Standard / Target	- Collaborating - Following a writing process (email) - Reviewing, revising & editing	- Comprehending and interpreting informative texts - Researching - Speaking and listening	- Analyzing craft and structure (informative texts) - Researching - Following a writing process (report) - Reviewing, revising & editing	- Collaborating - Speaking and listening	Collaborating and speaking and listening	- Researching - Following a writing process (report) - Reviewing, revising & editing - Speaking and listening	- Following a writing process (presentation) - Reviewing, revising & editing - Collaborating and speaking and listening	- Following a writing process (reflection/presentation) - Reviewing, revising & editing - Speaking & listening
	Artifacts of Work	- Team agreement - Introduction email to client	- Record of Initial client meeting - Empathy map or main user profile	- Initial project report - Record of or presentation of report to client - Documentation of team retrospective - Client feedback form	- Documentation of brainstorming, sorting, and classifying - Pitch slides - Record of presentation to client - Documentation of client approval for next steps "done"	- Goals and team assignments posted and updated daily on project management tool (Trello, Kanban) - Documentation (images, video) of all iterations of prototype	- Testing report - Record of presentation of report to client team - Documentation of retrospective - Client feedback form	- Final pitch slides - Record of presentation of pitch to client - Documentation of implementation (pictures, video) if applicable - Documentation of team retrospective - Client feedback form

Project Map Template

Implementing CCPs in the classroom

Consider this process example of a 16-week project with a showcase in a Missouri 11/12 ELA course using design thinking as you plan the steps of your project process.

Time Frame

Step							
Process Description							
Student Role							
Teacher Role							
Client Role							
SME Role							
Standard / Target							
Artifacts of Work							