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## **DIG3521 Project Methodologies**

### **Spring 2026**

**Course Meetings:** Online (office hours via Zoom)

**Course Modality:** Online Asynchronous (OA)

### **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 management life cycle, project parameters, matrix management challenges, effective project management tools and techniques, interpersonal skills, and the role of a project manager.

### **Course Prerequisites**

BA in DAS Major (DAR)

### **Learning Outcomes**

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

### **Materials & Books**

#### **Required**

- Wysocki. Effective Project Management: Traditional, Agile, Extreme. Wiley, 2009.
- 8th Edition
- ISBN-10: 1119562805

## Supplemental

- None

## Technology Requirements

- MIRO.com (Students must setup a free account)
- MS Suite or Google Docs (Teams, PPT, MS Word, Excel)

## Course Schedule

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.

Week	Subject	Assignment Quizzes	Assignments Due
0	1) Orientation: Welcome to the Course	Orientation Daily Scrum Orientation Retrospective	
1	1) What is a Project?	Sprint 1 Daily Scrum Sprint 1 Retrospective	
2	1) Projects and Scope	Sprint 2 Daily Scrum Sprint 2 Retrospective	
3	1) Project Management Life Cycle (PMLC)	Sprint 3 Daily Scrum Sprint 3 Retrospective <b>Stakeholder/Client Delivery: Sprints 1 &amp; 2</b>	
4	1) PMLC – Scope Phase	Sprint 4 Daily Scrum Sprint 4 Retrospective	
5	1) PMLC – Plan Phase Part 1	Sprint 5 Daily Scrum Sprint 5 Retrospective <b>Stakeholder/Client Delivery: Sprints 3 &amp; 4</b>	
6	1) PMLC – Plan Phase Part 2	Sprint 6 Daily Scrum Sprint 6 Retrospective	
7	1) PMLC – Plan Phase Part 3	Sprint 7 Daily Scrum Sprint 7 Retrospective <b>Stakeholder/Client Delivery: Midterm</b>	
8	1) PMLC – Launch Phase 2) Agile Scrum	Sprint 8 Daily Scrum Sprint 8 Retrospective	
9	1) PMLC – Launch Phase 2) Teams	Sprint 9 Daily Scrum Sprint 9 Retrospective	

10	1) Brainstorming 2) Choose your Final Project Pipeline	Sprint 10 Daily Scrum Sprint 10 Retrospective <b>Stakeholder/Client Delivery: Sprints 9 &amp; 10</b>	
11	1) Digital Pipelines: You Select! Choose a pipeline to learn 2) Digital Production/Animation/Game Development	Digital Production/Animation/Game Development Daily Scrum Digital Production/Animation/Game Development Retrospective	
12	1) Digital Pipelines: You Select! Choose a pipeline to learn 2) Digital Production/Animation/Game Development	Digital Production/Animation/Game Development Daily Scrum Digital Production/Animation/Game Development Retrospective	
13	1) Digital Pipelines: You Select! Choose a pipeline to learn 2) Digital Production/Animation/Game Development	Digital Production/Animation/Game Development Daily Scrum Digital Production/Animation/Game Development Retrospective	
14	1) Congratulations!	Sprint 15 Daily Scrum	Final Project Submit

## Grading Criteria

Assignment / Assessment	Total Points	% of Grade
<b>Weekly Retrospective:</b> Weekly brief quiz activity to check what you have learned in the lectures.	150	10
<b>Daily Scrum:</b> Weekly discussion forum posts on the topics presented in class with your peers. Some may require posting class activities for peers to review.	160	10
<b>Stakeholder/Client Delivery:</b> Every two weeks, students will have a quiz hosted through Canvas. Quizzes cover the topics discussed in those two-week periods. Students will be quizzed upon the following course content: lectures, assignments, readings, homework, group work, and other external resources.	400	40
<b>Midterm Exam:</b> Cumulative Mid Term exam covering material from weeks 1-6.	100	15
<b>Final Project:</b> Each student submits a detailed plan for a large-scale production.	100	25

## Grading Scale

Letter Grade	% Equivalency
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A	94 – 100%
A-	90 – 93%
B+	87 – 89%
B	84 – 86%
B-	80 – 83%
C+	77 – 79%
C	74 – 76%
C-	70 – 73%
D+	67 – 69%
D	64 – 66%
D-	60 – 63%
E, I, NG, S-U, WF	0 – 59%

More information on grades and grading policies is here: <https://catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/>

Note: No rounding up of grades will occur in this class. (Ex. 93.99 is an A-)

### Materials and Supply Fees

Material and supply and equipment use fee information are available from the academic departments or from the schedule of courses (Florida Statutes 1009.24). The total course fee for this class is \$0.00. The total course fee for each course is listed on the UF Schedule of Courses. (<https://registrar.ufl.edu/soc/> )

## Course Policies

### Attendance Policy, Class Expectations, and Make-Up Policy

The 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. The UF Digital Worlds Institute is committed to the idea that regular student engagement is essential to successful scholastic achievement. No matter if the class is held in a traditional classroom, an online classroom, or a combination of the two, interaction with your peers and the instructor will empower you to greater achievement.

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. Students are expected to have watched all weekly course videos and read all course materials by Friday to provide ample time to complete assignments. To achieve participation, students are expected to complete a weekly discussion post due at the end of every week. 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 or those outlined in the UF Attendance policy linked below.

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/ugrad/current/regulations/info/attendance.aspx>

### Course Technology

The students will be required to have access to and use a personal computer with access to the Internet. Word editing software will be required for written assignments. This course utilizes proctoring software for all quizzes and exams. You will be expected to run the proctoring application during these times.

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

### **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 within 1-2 business days, if not sooner.

## **Course Technology Support**

### **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](#) available 24 hours a day, 7 days a week at 352-392-4357 or [helpdesk@ufl.edu](mailto:helpdesk@ufl.edu).

## **University Policies**

Information about university-wide policies and resources can be found here: <https://syllabus.ufl.edu/syllabus-policy/uf-syllabus-policy-links/>

Disclaimer: This syllabus represents the instructor's current plans and objectives. As we go through the semester, those plans may need to change to enhance the class learning opportunity. Such changes, communicated clearly, are not unusual and should be expected.