

# BELINDA YATES



## ***SCHOOL PROJECT MANAGEMENT***

Our project management experience and PMI templates helped us when we allocated responsibilities for everybody from the beginning

## SHOTS OF INSPIRATION

### A Good Habit

Getting regular parents feedback

### Recommended Tools

Google Forms  
Google Workspace  
PMI Project Plan Template  
PMI Project Charter  
Project Management Toolkit for Staff  
Project Management Toolkit for Youth and Children

### Best Practices

Recycling templates and archiving documents

## Message for schools



Focus!

Decide the areas of development and partner with experts and local communities.

There are many ways to get help by collaborating and exchanging services and visibility.

## FOCUS ON 3 AREAS

Project Management  
Digital Tools  
Local Partners

### Project Management

PMI is a launching board. It's a great skill for children and teachers to acquire.

### Digital Tools

We are a Google reference school

### Partnerships

Most local communities love to have a school as a partner

# SCHOOL PROJECTS

*Belinda Yates - ISF Executive Head*

### Can you describe International School of Flanders?

ISF is an international school with 2 campuses in Belgium, 330 children and approximately 50 different nationalities, staff coming from all over the world and over 31 languages spoken.

"Rich in diversity, United by Values" is our motto and celebrating differences is our ideal.

### Which are the main projects you have developed in the last years?

Creating the online learning platform and becoming a global certified school with the Council of International Schools.

Using Google workspace (online books, Google classrooms) and managing parents' communication and school activities during the Covid crisis.

### How did PMI and it's project management knowledge help you?

First we have worked with PMI to get rid of legacy technology and become a Google school. PMI trained the ISF staff and helped set budgets and timelines.

The PMI training aided us when we have applied for the international school certification.

Then, when Covid started we could utilise PMI templates to do a plan for the online learning and the project included making a policy on what to allow, and what not to allow. It was tested and reviewed and budgets were allocated.

### Is project management also a discipline for 12 to 14 years old students in your school?

Yes, working collaboratively in groups towards a goal is very important in an international school: how to collaborate, listen, compromise, negotiate and develop leadership skills.

Children get to choose the project (shoebox for homeless, bake sale, selling bracelets etc) and choose and support causes they care about.

ISF Teachers are only facilitators. Often try to match children that usually are not friends or would not choose to work together.

An example was that they made up shoeboxes of products for the homeless in Brussels and had to determine: how many boxes, man/woman, sort and pack boxes themselves, raise money and distribute them etc.

They determine the budget and have to work out everything for themselves and the teacher helps them with problem-solving and motivates and encourage them to think in alternative ways. Students also do many mini-projects, sometimes 3 projects a year per class. They choose what it is and how will do it. They are motivated because they feel they make a difference.