

Project Management Plan

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CLIENT

**NEW DIRECTIONS AND HIGHER LIMITS
ACADEMY (NDHL)**

COURSE

INTRODUCTION TO COLLEGE: THE NEXT PHASE
ONLINE COURSE DESIGN



Project Management Team:

- President NDHL
- V.P. of Academic Affairs
- Faculty Members
- Instructional Designer
- Course Design Expert
- Subject Matter Expert
- Technology Director
- Director of Student Life
- Financial Aid Expert
- Task Manager
- Support Staff
- Facilities Director



Working Motto: This Project Management Plan is a Systems Approach to learning – each member of the Team is knowledgeable and all input is valuable...

Descriptive Analysis of Project Membership (1 of 3)

❑ *Academy's President* is top level management and funder of project

❑ *Vice President of Academic Affairs* is top level for Academics and supporting voice for effective design

❑ *Faculty Members* are representative of Faculty Senate and voice for students & faculty body in course design and implementation process

INSTRUCTIONAL DESIGNER, GATHERER, ANALYZER, AND SOUNDING BOARD

Descriptive Analysis of Project Membership (2 of 3)



❑ ***Course Design Expert***
voice of expertise on
interactive activities and
media to provide most
efficient learning
environment & experience

❑ ***Subject Matter Expert***
is top level for Academics
and supporting voice for
effective course material
design

Technology Director
represents the
Academy's technology
resources and
infrastructure

❑ ***Director of Student Life***
is expert on student
services and programs
and will provide
valuable virtual
construction

Descriptive Analysis of Project Membership (3 of 3)

❑ ***Financial Aid Director*** is voice of expertise on student financial resources to include in virtual campus tour

❑ ***Task Manager*** provides assistance in activity and task planning utilized in virtual environment

❑ ***Facilities Director*** expert resource in creation of virtual campus, offices, and virtual map – a virtual construction manager

Support Staff represents first-line of contact to students, knowledgeable on non-academic services and needs, expert in data gathering and file management

STATEMENT OF PURPOSE

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- ❑ **The purpose of this learning design is to realize the New Directions Higher Limits Academy's (NDHL) mission—provide students with education that is accessible and prepare students with skills to enter the global workforce.**
- ❑ **NDHL embraced this project using a systems approach to include campus wide input.**
- ❑ **The Team's Next step is to launch a pilot of the Course Design to analyze feasibility and evaluate proposed structural changes. In six months Another meeting will be scheduled to assess functionality and to review surveys and student Course Evaluations to determine course readiness.**



Forming Instructional Design



THIS DESIGN PROCESS IS BASED ON INITIAL INTERVIEWS WITH THE NDHL'S ADMINISTRATIVE TEAM. THE NDHL HAS MANY RESOURCES AVAILABLE, I.E., ONLINE DELIVERY STRUCTURE FOR E-LEARNING THAT USES THE WEBTYCHO COURSE MANAGEMENT SYSTEM. BECAUSE THIS IS IN PLACE NDHL WILL NOT INCUR ADDITIONAL COSTS TO IMPLEMENT A NEW COURSE, BUT WILL REQUIRE HIRING ADDITIONAL SUPPORT STAFF, AND EXPANDING THE CURRENT BANDWIDTH FOR CONSISTENCY IN THE INTERFACE TRANSMISSION OF DATA AND TO PROVIDE ENTERING FRESHMAN AN INTERACTIVE NAVIGATIONSITE, THIS MAY REQUIRE A NEW LOOK AND LAYOUT OF THE ACADEMY'S WEB PAGE.



Process to Integration

- ❑ **INTEGRATE LECTURE MODULE OF THE NEW STUDENT ORIENTATION TO WEB BASED INSTRUCTION TO ACCOMMODATE NONTRADITIONAL STUDENTS**
- ❑ **CONDUCT CONTINUOUS STUDENT ASSESSMENT → CURRENT SKILLS, → LEARNING OUTCOMES AT MIDDLE & END OF COURSE – FOCUS ON BASIC READING AND MATH SKILLS, CRITICAL THINKING AND REASONING AS STEP TO COGNITIVE LEARNING,**
- ❑ **PROVIDE ENTRY-LEVEL TECHNOLOGY SURVEYS TO EVALUATE CURRENT COMPUTER SKILLS AND KNOWLEDGE.**
- ❑ **COMPLETE MANDATORY ONLINE ORIENTATION MODULE TO ENSURE FAMILIARITY WITH THE WEBTYCHO TECHNOLOGY. [\(SHOW SAMPLE SURVEY\)](#)**



Course Design Status



TEACHING RESOURCES WERE INCORPORATED TO ADDRESS STUDENT LEARNING NEEDS IDENTIFIED...

- 1) LEARNERS PROVIDED SPECIFIC TECHNIQUES ON COLLEGE SUCCESS FROM THE TEXT “*BECOMING A MASTER STUDENT*,”**
- 2) INTERACTIVE TASKS TO BE EMBEDDED IN THE CURRENT WEBTYCHO LEARNING MANAGEMENT SYSTEM –WILL DEFRAY COSTS OF \$250,000, IF DESIGN WAS NEW.**
- 3) INTERACTIVE ONLINE LIBRARY SERVICES AVAILABLE, AND**
- 4) PARTNERSHIPS WITH OPEN RESOURCE EDUCATIONAL SERVICES, WHERE COURSE CONTENT IS RETRIEVED TO PROVIDE STUDENTS WITH RESOURCES TO CONDUCT RESEARCH AT NO ADDITIONAL COST TO THE ACADEMY.**



Completed Tasks



- ❑ **NEEDS ASSESSMENT CONDUCTED, MARCH 2012, AGREEMENT TO DESIGN A VIRTUAL INSTRUCTIONAL ENVIRONMENT FOR NONTRADITIONAL STUDENTS**
- ❑ **MARKET IDENTIFIED (MARCH 2012) FOR COURSE DESIGN USING NEEDS ANALYSIS: SURVEYS AND QUESTIONNAIRES ADMINISTERED TO TARGETED STUDENT AUDIENCE.**
- ❑ **TASK MANAGER PRESENTED PROGRAMS/ COURSE CONTENT, IDENTIFIED THROUGH ENTRY LEVEL TESTING, AND QUESTIONNAIRES**
- ❑ **SUBJECT MATTER EXPERT PRESENTED TECHNIQUES FOR EFFECTIVE STUDY SKILLS, TIME MANAGEMENT, NOTE TAKING, AND MANEUVERING CAMPUS BUREAUCRACY.**

Current Resources (Media)



- ❑ **LEARNING MANAGEMENT SYSTEM (WEBTYCHO)**
- ❑ **SERVER CAPACITY TO STORE COURSE AND ADMINISTRATIVE SERVICES DATABASES**
- ❑ **DIGITAL MEDIA: VIRTUAL LIBRARY FOR STUDENT RESEARCH, 24/7 WEBTYCHO SUPPORTS, AND 360 TECHNICAL SUPPORTS,**
- ❑ **ASYNCHRONOUS AND SYNCHRONOUS COMMUNICATIONS TECHNOLOGY: VIDEO AND AUDIO STREAMING, DISCUSSION FORUMS, CHAT ROOMS, EMBEDDED EMAIL, INTERNET CONFERENCING CAPABILITIES, COMPUTER ASSESSMENT TOOLS, AND INTERNET-BASED ASSESSMENT TOOLS**

Instructional Objects

➤ **ASYNCHRONOUS & SYNCHRONOUS COMMUNICATION:**

- **video and audio streaming,**
- **discussion forums, chat rooms, embedded email, Usenet newsgroups, Listserv, instant messaging, application sharing,**
- **computer assessment tools,**
- **internet-based quizzes,**

➤ **VIRTUAL REALITY MEDIA CAPABILITIES:**

- **create mental images, embed graphics,**



Resource Needs (Personnel)



The NDHL has a Dedicated Office of Online Distance Learning and E-Learning Services, it is recommended that the following additions are considered:

NEEDS	JUSTIFICATION	COSTS
Hire 2 – 4 additional part-time Tutors and teaching assistants	to monitor student progress using emails, discussion board, online chats, mobile devices, and telephone calls for those who lag behind or miss assignments.	@ 4,500 each per semester
Hire full-time support staff	to handle new student population	\$20,000
Hire 2 part time Advisors	to assist current staff during transition	@ 6,500 each per semester
Technical Consultant or Programmer	to evaluate current infrastructure capabilities, and possible bandwidth increase	@ \$ 100 per hour

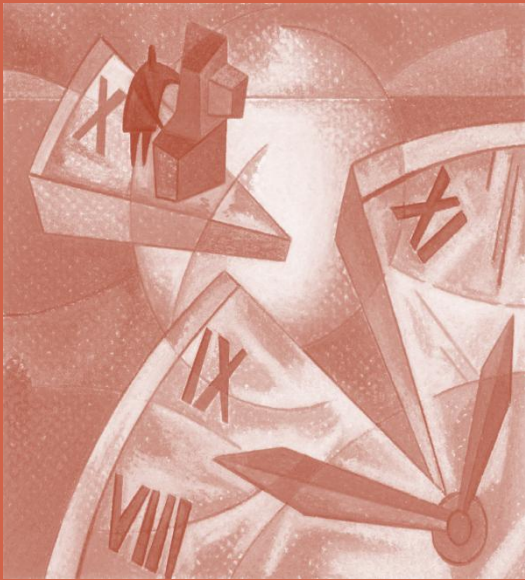


Resource Needs

(continued)

NEED	JUSTIFICATION	COST	LEARNING ADDRESSED
<ul style="list-style-type: none"> ❑ Increase Bandwidth 	<ul style="list-style-type: none"> ❑ Provide more content relevant interactivity and cognitive engagement through data gathering, visualization, real life simulations to engage and motivate learning 	Send out on bid...?	Integrate Adaptive Hypermedia to support Virtual Reality media
<ul style="list-style-type: none"> ❑ Redesign web page to support dynamic interactivity with infrastructure and in discussion forums and chats 	<ul style="list-style-type: none"> ❑ to provide real life simulations for virtual campus tours, and more affective interactivity, use of distributed intelligence to give potential of actuality during case studies and role play to apply in real life situations 	Send out on bid...?	consider hiring Consultant to evaluate current web page design for consistency and uniformity once advanced media employed

Scheduled Tasks...



Affective learning tasks for building cognitive learning skills developed by SME ...

- ❑ **Two week** orientation session to the webtycho learning system, provided late July, prior to course start date (**August 1st**)
- ❑ Preparation Tips: forming productive Groups, and Readings, (**DAY 1**)
- ❑ Introduction to Course and Class members – Group Activity, to assess skills learned during pre-week session, (**DAYS 2 & 3**) and
- ❑ Course icebreaker: Interactive exercise for virtual introductions using asynchronous and synchronous interactive tools
(**DAYS 2 & 3**)

Scheduled Tasks ...

(continued)



Affective learning tasks for building cognitive learning skills developed by SME ...

- ❑ Activity and readings on Building Master Students (Group work – **(DAYS 3 – 5)**)
- ❑ Introduction to Effective Study Skills, **(DAYS 5-6)**
- ❑ Role play and situational analysis and practice **(DAY 6)**
- ❑ Conceptual learning, web-based research for information gathering and organizational skills **(DAY 7)**
- ❑ Cognitive skill development practicing problem solving and critical thinking skills in note taking and time management **(DAYS 8 - 9)**

Developed Assessment Tools for Entry to Program:



➤ **BASIC QUESTIONNAIRE DETERMINED CURRENT TECHNOLOGY SKILLS, AND TO ASSESS LEVELS OF NEED; THE PURPOSE OF THE QUESTIONNAIRE WAS TO DETERMINE IF ADDITIONAL RESOURCES SHOULD BE MADE AVAILABLE AND TO ASSESS LEARNER READINESS FOR ONLINE LEARNING (CLICK LINK BELOW TO SEE SLIDE OF AN EXAMPLE QUESTIONNAIRE – FEEDBACK PLEASE)**

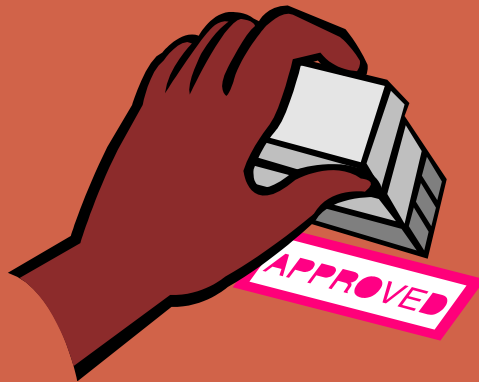
THIS QUESTIONNAIRE WILL ONLY TAKE 3 TO 5 MINUTES, MAXIMUM TO COMPLETE AND WILL BE CLEARLY IDENTIFIED IN THE COURSE DESIGN.

[CLICK HERE TO BEGIN](#)

- **TWO WEEK INTRODUCTORY COURSE TO THE [WEBTYCHO](#) INFRASTRUCTURE (CLICK LINK ABOVE TO VIEW)**
- **REVIEW OF HARDWARE REQUIREMENTS TO TAKE COURSE [CLICK HERE FOR COMPUTER/HARDWARE MINIMUMS](#)**



Activities to Complete Learning Design



1. Open pilot course to students, Fall 2012 to further analyze effectiveness

2. Hire consultant to assess interactivity activities and cognitive learning possibilities by end of Fall 2012 semester

3. Complete implementation of assessment tools prior to Spring 2013 semester

4. Get feedback and approval of grading rubric, effectiveness, TODAY?

5. Present design to campus at Opening Day of Fall semester (August 15th)

6. Finalize copyright documentation for reading materials and resources by July 31st.

7. Implement advanced interactive media such as smart-phones, & streaming videos to enhance learning

8. Update bandwidth to accommodate digital games in course content to gain attention & heighten motivation



TO BE DESIGNED...

Activities to
promote learning
and interest

1. Interactive map embedded in course design to demonstrate skills in navigating the virtual campus and to assess research skills, seeking assistance for real life problems, like applying for financial aid, or locating the president's office.
2. Case Studies to demonstrate critical thinking skills and ability to Apply concepts and principles from the readings to transfer knowledge, and demonstrate understanding of course design through journal writing, and blogging.
3. Schedules and timelines To demonstrate effective time management skills building affective and Cognitive learning,
4. Study Groups to promote and encourage interaction and communication;
5. Assessment modules for skills demonstrated in use of discussion forums, group activities, and chat room.



Challenges

The Goal of the Instructional Design team has been...

- to improve completion rates for first time entering nontraditional students, by creating an online freshman orientation class that offer learners flexibility and accessibility to education, and
- to prepare learners with the knowledge to be successful online students, and
- demonstrate competency in critical thinking and analytical reasoning to be productive in the workforce.



Solutions to Challenges

- ❑ Build skills in appropriate areas that show weaknesses,
- ❑ Provide access to the learning environment, and
- ❑ Incorporate appropriate learner supports for students to acquire and demonstrate skills in targeted areas,
- ❑ Incorporate media that will provide self-directed learning and concentrate on learning styles of the visual and verbal learners
- ❑ Incorporate various learning assessments throughout the course, to assess many skills and areas of learning
- ❑ Provide a user friendly learning Management System to ensure user accessibility.
- ❑ Demand mandatory online orientation modules be incorporated in all courses



Summary

IN SUMMARY, IT IS THE RECOMMENDATION OF THE PROJECT MANAGEMENT TEAM THAT NDHL IMPLEMENT A PILOT OF THE CURRENT PLAN BY FALL 2013 TO INCREASING STUDENT ENROLLMENT AND REALIZE NDHL'S MISSION. ONLINE DISTANCE LEARNING IS KNOWN AS A NETWORK OF GLOBAL PROPORTIONS. TO PROVIDE STUDENTS WITH A SIMULATED EXPERIENCE OF CONNECTIVITY WITH PEERS AND INSTRUCTORS, SEVERAL RECOMMENDATIONS WERE PROPOSED:

(1) THAT NDHL UPDATE ITS CURRENT TECHNOLOGY TO HANDLE FORMS OF ADVANCED MEDIA SUCH AS AUDIO AND VIDEO CONFERENCES, THIS WILL ALLOW INSTRUCTORS TO PUT HUMAN VOICE IN COURSES.

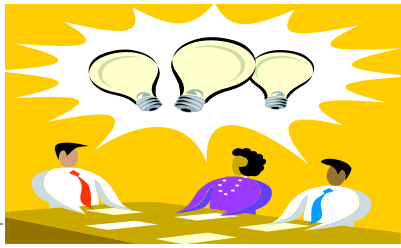


Summary

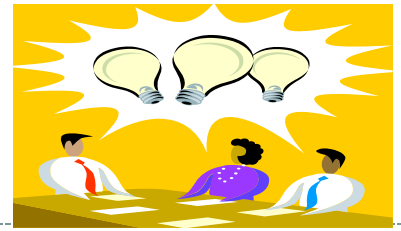
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(2) IMPLEMENT HYPERMEDIA THAT WILL IMPROVE LEARNERS ABILITY TO USE CONTENT IN TASKS WITH AUTHENTIC AND AFFECTIVE LEARNING ACTIVITIES.

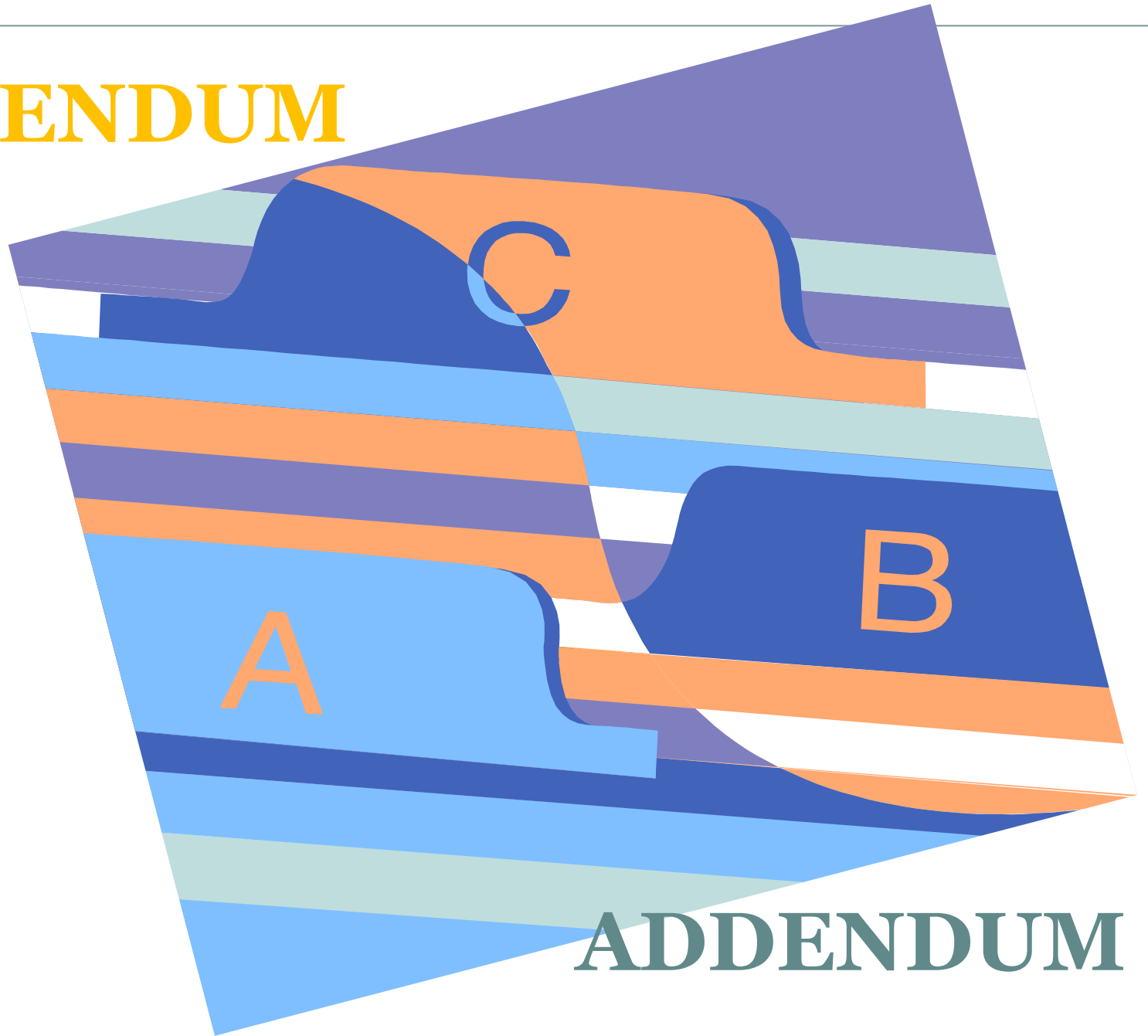
(3) INCORPORATE USE OF ADVANCE MEDIA LIKE MOBILE LEARNING DEVICES FOR IMMEDIATE FEEDBACK, WHITEBOARDS FOR ENHANCED LEARNING EXPERIENCES, AND AUDIO AND VIDEO CONFERENCES, THIS WILL ALLOW INSTRUCTORS TO PUT HUMAN VOICE IN COURSES. THIS CONCLUDES THIS PRESENTATION, HOWEVER, WOULD LIKE TO MAP NEXT PHASES AND PUT DATES ON TASKS TO BE COMPLETED, BY SEMESTER OPENING ON AUGUST 15, 2012. THANK YOU FOR YOUR TIME.



Suggestions



ADDENDUM



ADDENDUM



Basic Technology Questionnaire

1. What is your level of computer experience, check one.

1 year

2 years

4+ years

None

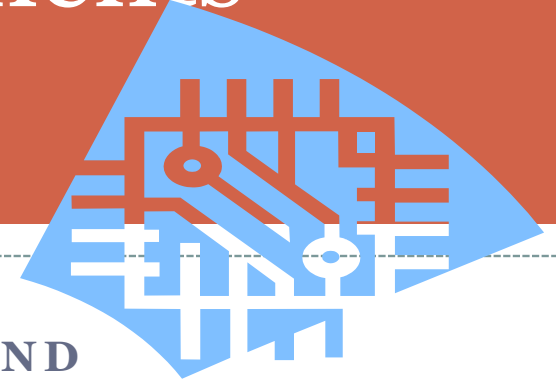
2. Do you own a personal computer?

3. What type/model _____

4. If not, how will you complete assignments required for this online course? _____

5. What type internet connection do you use? DSL Dial up

Technical Requirements



MYUMUC REQUIREMENTS AND
RECOMMENDATIONS DIFFER BASED ON
USER'S OPERATING SYSTEM AND BROWSER
TYPE.

MYUMUC TECHNICAL REQUIREMENTS.



Technical Requirements for MyUMUC Portal

Platforms:	PC - Windows XP	PC – Windows Vista	PC - Windows 7	MAC OS X
Recommended* Browsers:	IE 7 and 8 Firefox 3.6	IE 7 and 8 Firefox 3.6	IE 8 Firefox 3.6	Safari 3, 4 and 5 Firefox 3.6
Acceptable# Browsers:	Firefox 4 and 5	IE 9 Firefox 4 and 5	IE 9 Firefox 4 and 5	Netscape 7.2 Note: Enable JavaScript

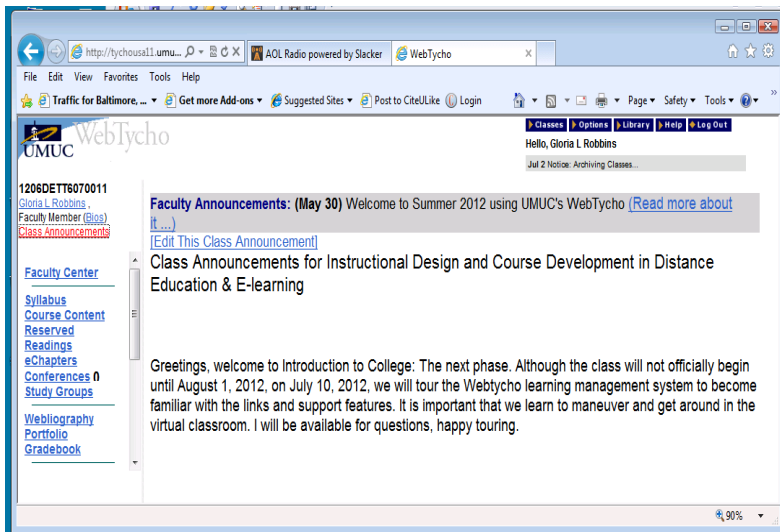
Additional Technical Recommendations

Display Settings: 1024 x 768

Configuration: Enable JavaScript Disable pop-up blockers Set your browser to the English language For peak performance, delete your cache periodically.

For information about your browser and computer [click here](#).

Webtycho Introduction Seminar



**This exercise will
test Learner
mastery of
Orientation to**

New learners to Webtycho will complete pre-session orientation, assessed on mastery of selecting and introducing classmate, and posting to conference thread.

[See grading rubric for participation point calculations and requirements.]

Proposed Grading Rubric

Activity Rubric

