

# Alex B. Criswell

## Project Design Document

Includes the following sections.

- Outline
- Blueprint
- Learning Outcomes
- Case Study
- Time Log

### Note

- Storyboard is separate.
- *Case Study template courtesy of IDOL courses.*

## Project Management

### Overview

- **Purpose:** To teach a new learner about project management in an introductory fashion.
- **Description:** This course is an introduction to Project Management and its essentials. By the end of this module, you will have a solid knowledge about managing a project and how to turn a plan into a success like a pro.

### Project Information

<b>Project Title</b>	Project Management
<b>Tools used in Development</b>	Articulate Rise 360, Microsoft PowerPoint, OER Commons, Microsoft Word
<b>Time in Development</b>	3 days
<b>Client</b>	Customer Service, Inc. (fictitious)
<b>Collaborators</b>	Jose Lugo, Director; Alex Criswell, Instructional Designer/eLearning Developer

## Topic Analysis

<b>Audience</b>	Professional Adults within a Project Management role or similar role that requires tracking of projects.
<b>Problem</b>	Customer Service, Inc., desired training on project management for their clients as a recent survey desired their clients wanted more information on project management.
<b>Solution</b>	A Rise course was created to deploy the content regarding Project Management.
<b>Resources</b>	zzz

## Outline

1. Start Here
  - a. Course Overview
  - b. Course Outcome and Objectives
  - c. What to Expect
2. Unit I: Defining a Project
  - a. Definition of a Project
  - b. Overview of a Project
  - c. Examples of Projects
3. Unit II: Project Management Overview
  - a. Definition of Project Management
  - b. Overview of Project Management
  - c. Project Management Process
  - d. Project Management Lifecycle
4. Unit III: Project Management Checklist
  - a. Project Checklist
  - b. Understanding Your Role
  - c. Identify the Stakeholders
  - d. Write a Project Plan
  - e. Set Goals
  - f. Develop a Budget
  - g. Create a Resource Allocation Plan
  - h. Establish the Deliverables
  - i. Create a Timeline
  - j. (Re-)Assess the Deadline
  - k. Create a Communications Plan
  - l. Create a Risk Management Plan
  - m. Manage the Documentation
  - n. Format
  - o. Track the Progress
5. End of Course
  - a. Quiz
  - b. Summary
  - c. References
6. Course Design and Copyright

# Goal Strategy Blueprint

## Lesson Strategy - Course Planning

Starting Point	Milestone 1	Milestone 2	Milestone 3	Goal
<b>Someone at this stage is:</b>	<b>Someone at this stage is:</b>	<b>Someone at this stage is:</b>	<b>Someone at this stage is:</b>	<b>Someone at this stage is:</b>
Learner is unfamiliar with the project management process.	Learner is able to define a project.	Learner is able to identify examples of projects.  Learner is able to summarize the Project Management process.	Learner is able to explain the five cycles the Project Management lifecycle.  Learner is able to use a project management checklist to complete a project.	Learner is able to summarize the project management process and review tools to complete a project.
<b>To get to the next stage:</b>	<b>To get to the next stage:</b>	<b>To get to the next stage:</b>	<b>To get to the next stage:</b>	<b>Assessment</b>
Review information on projects and the project management process.	Review examples of projects and summarize the definition of a project.	Review the content on the five cycles of the Project Management lifecycle.  Become familiar with project management tools, such as a checklist, to complete processes.	Analyze the five cycles of the Project Management process.  Use tips from a project management checklist to complete tasks within a project.	Learners will be evaluated with a quiz at the end of the learning module.
<b>Content Ideas</b>	<b>Content Ideas</b>	<b>Content Ideas</b>	<b>Content Ideas</b>	<b>Goal</b>
	Stock Images to re-enforce content	Utilize YouTube videos	Additional scholarly articles	By the end of this course, a learner will be able to explain the project management process while using a variety of tools to complete a project.

# Learning Outcomes

## Terminal Course Outcome(s)

- By the end of this course, learners will be able to explain the project management process while using a variety of tools to complete a project.

## Learning Objectives

By the end of this course, learners will be able to:

- Define a project.
- Identify examples of projects.
- Summarize the Project Management process.
- Explain the five cycles the Project Management lifecycle.
- Use a project management checklist to complete a project.

# Case Study

## Background – Context

Customer Service, Inc. is a job preparation business located in La Porte, Indiana. The business desired a course on project management to introduce their new team members to this topic. The Project Management module course, from OER Commons, in the Public Domain, was suggested to be used when designing custom training.

## Challenge

Customer Service, Inc. desired a very generic overview of Project Management and it was difficult to find that type of content that was in the public domain already in that structure. There was a lot of content freely available, but nothing in a very generic or simple context. Alex presented the content to the director, Jose Lugo, who approved the content for production.

## Solution

A Project Management course module in the OER commons was found as a base layer for a course and other resources were added to it for expansion, which made the course plump out rather well in regards to storyboarding and outline. The course was going to be built in Rise 360, as the company had chosen this platform for other training and liked the style of the system regarding design and delivery.

The original content from the OER commons was purely textual in nature with few auxiliary resources. With Alex's Instructional Design skills, I chunked out the content into smaller pages and added extra online resources, such as news articles or YouTube videos, as needed. For pages that had no media, Alex added color for design, or stock imagery, as needed, to add some aesthetic to the course.

## Results – Reflection

Even with the smaller size of this original text-based module, this was still a larger course, especially the checklist unit. Always try to outline subunits easier before building and storyboarding as it may help chunking sections or units easier.

While Mr. Lugo was pleased with the organization of the course; Alex may need to revisit and assess how the checklist unit is designed and organized in the future as that unit is longer than the rest of the units. It was too late in the development to do any major reorganization or a request for one. Alex will need to keep in mind the future of subunit organization to prevent longer units.

Of course, maybe this is Alex's somewhat-OCD, and there is actually nothing wrong :).

In the end, Mr. Lugo was pleased overall with the course and stated the participants have enjoyed learning foundational knowledge of project management.

# Time Log

- Research
  - 2 h
- Objectives - Blueprint
  - 1h
- Case Study
  - 1h
- Storyboard
  - 4h
- Media Development
  - 2 days