

New LMS Training for Teaching Staff

Project

In this project, team members will design and lead a training module for staff regarding the implementation of a new LMS (Canvas).

Purpose

The purpose of this project is to:

1. Ensure that all staff members are familiar with the basic operation of the LMS
2. Ensure that all staff members can complete the tasks in the LMS set forth by their building administrator

Goals and Objectives

This project will accomplish the following:

1. Construct and administer a pre-survey to determine the needs of the staff prior to the training.
2. Determine budget for training provided by LMS company (Canvas).
3. Team members will participate in training (asynchronous and synchronous) via the LMS company (Canvas).
4. A training timeframe/agenda will be established for teachers to complete prior to the LMS roll-out with students.
5. A training module will be developed and piloted using the LMS. Revisions will be made as necessary.
6. Team members will be available during the training timeframe to assist with LMS questions and concerns as they arise.
7. Construct and administer a post-survey to determine needs of the staff after the training.

Success Criteria

Success will be measured in the following ways:

1. Pre-survey is created, administered, and analyzed prior to training.
2. A budget is set and training from the LMS company stays within budget.
3. Team members participate in LMS training.
4. Staff members complete training within timeframe and follow the agenda
5. Team members create a learning module, pilot it, and make revisions as necessary.

6. Team members are available to respond to questions and assist when needed during the training process.
7. Post-survey is created, administered, and analyzed after training.

Stakeholders—Lists all the individuals, business units, and organizations involved in the project, the role(s) each is expected to play, and an indication of how they relate to one another.

Stakeholder	Role	Relation
Project Manager	Oversee the success of the project	Works with all stakeholders
LMS (Canvas)	Be a source for initial training for team members and a go to for help	All stakeholders are able to contact the LMS company for assistance after implementation.
Team Members	Ensure that the WBS is followed and completed within project timeline	Work directly with the project manager, LMS, and administrator.
District IT Department	Works to ensure the LMS is functioning and running smoothly prior to and during training	Works direction with building administrator to ensure set up of LMS is appropriate and meets the needs of the building/staff
Building Administrator	Determines basic use and requirements for LMS	Works directly with IT and team members to ensure LMS is set up for basic requirements
Building teaching staff (<i>grade-level teachers, paras, specialty teachers, counselors, special education teachers, etc.</i>)	Participate in LMS training module within scheduled time frame	Uses project team members and LMS as a source for help

Scope Specifications

Deliverables

1. Pre and post survey
2. Established budget

3. Training through LMS
4. Training agenda
5. Training objectives
6. Training module

Technical Requirements

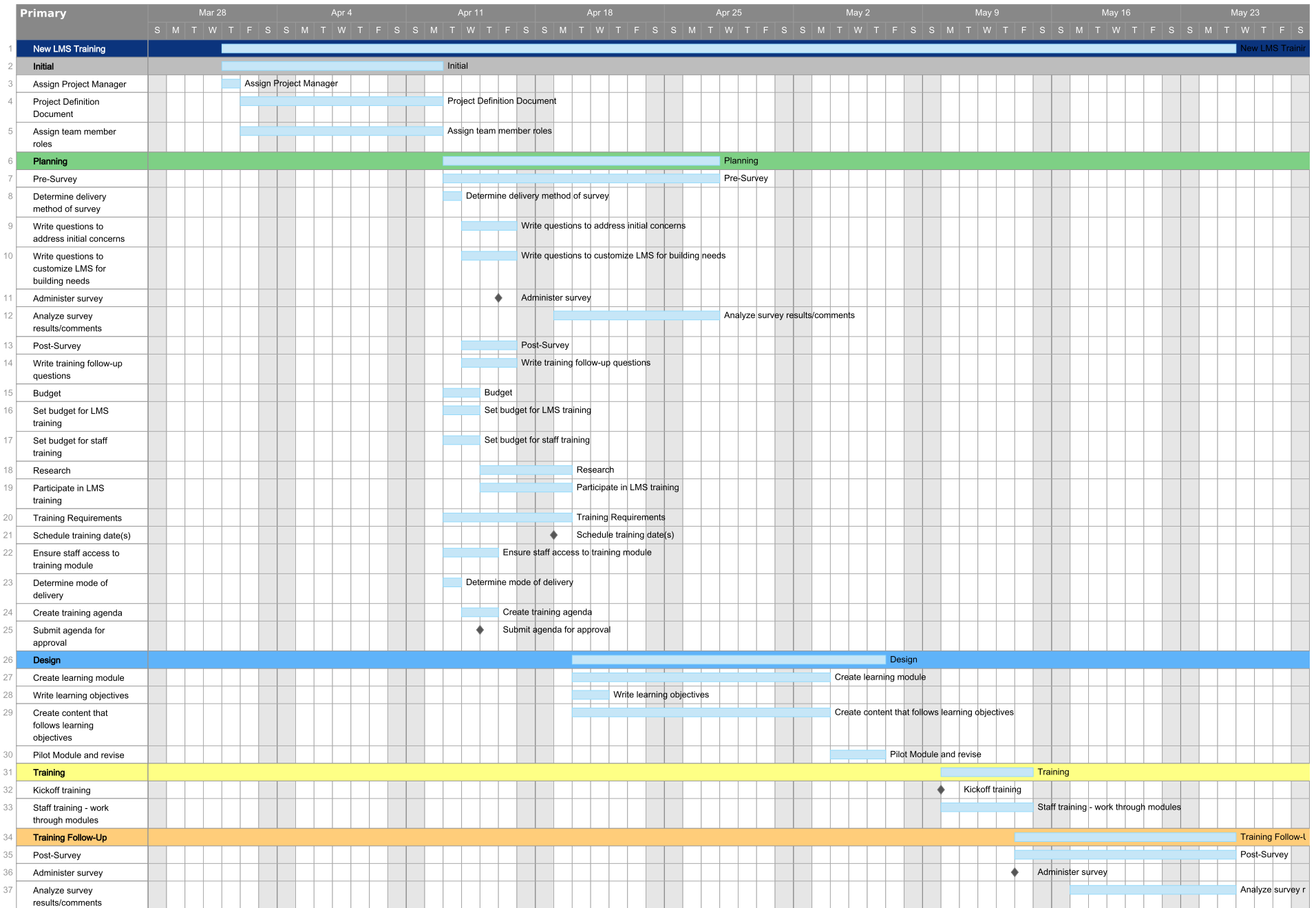
1. Staff members will need access to their personal LMS accounts

Out-of-Scope Specifications































1. Continued training after the training timeframe (may include other LMS features)
2. Setting up staff LMS accounts
3. Installing/pushing out LMS software

1. New LMS Training (Canvas)
 - 1.1. Initial
 - 1.1.1. Assign project manager
 - 1.1.2. Project definition document
 - 1.1.3. Assign team member roles
 - 1.2. Planning
 - 1.2.1. Requirements (before training)
 - 1.2.1.1. Pre-Survey
 - 1.2.1.1.1. Determine delivery method of survey (email/paper/etc.)
 - 1.2.1.1.2. Write questions to address initial concerns
 - 1.2.1.1.3. Write questions to customize LMS for building needs
 - 1.2.1.1.4. Administer/deliver survey
 - 1.2.1.1.5. Analyze survey results/comments
 - 1.2.1.2. Post-Survey
 - 1.2.1.2.1. Construct training follow-up questions
 - 1.2.2. Budget
 - 1.2.2.1. Determine budget to be used towards training provided by LMS company (if necessary) and time off
 - 1.2.2.2. Set budget for staff training
 - 1.2.3. Research
 - 1.2.3.1. Participate in LMS training (provided by Canvas)
 - 1.2.4. Requirements (for training)
 - 1.2.4.1. Schedule training date/time frame
 - 1.2.4.2. Ensure staff access to training module
 - 1.2.4.2.1. Determine mode of delivery
 - 1.2.4.2.2. Create training agenda
 - 1.2.4.2.3. Submit agenda for approval
 - 1.3. Design
 - 1.3.1. Select deliverable (module in LMS, Slides presentation, etc.)
 - 1.3.2. Create learning module(s)
 - 1.3.2.1. Write learning objectives
 - 1.3.2.2. Create content that follows learning objectives
 - 1.3.3. Pilot module
 - 1.3.3.1. Make revisions as necessary and pilot again
 - 1.4. Implementation
 - 1.4.1. Kick off training
 - 1.4.2. Follow training agenda
 - 1.4.3. Team members are available to assist staff during training
 - 1.5. Training Follow-Up
 - 1.5.1. Survey
 - 1.5.1.1. Administer/deliver survey
 - 1.5.1.2. Analyze survey results/comments

Gantt View - New LMS



Project End Checklist _ Horton

	Task Name	Status	Priority	Assigned To	Due By	Notes
1	<input checked="" type="checkbox"/> STATUS KEY					
2	COMPLETE					
3	IN PROGRESS					
4	ON HOLD					
5	NOT STARTED					
6						
7	<input checked="" type="checkbox"/> LMS Training				04/23/20	
8	<input checked="" type="checkbox"/> Handover is complete for all deliverables			PM - Ashley Horton	05/07/21	<i>*Attach deliverable</i>
9	Deliverables are stored in school's knowledge system			Dumbledore	05/14/21	Google drive or Canvas page
10	<input checked="" type="checkbox"/> All deliverables are accepted and signed off by the administrator			PM - Ashley Horton	05/07/21	<i>*Attach sign off sheet</i>
11	All obligations have been met			PM - Ashley Horton	05/25/21	
12	Contracts have been finalized			PM - Ashley Horton	05/25/21	
13	<input checked="" type="checkbox"/> Lessons learned are documented			PM - Ashley Horton	06/11/21	Identifies category, issue name, problem/success, impact, and recommendation
14	Document and celebrate accomplishments			PM - Ashley Horton	06/11/21	
15	<input checked="" type="checkbox"/> Performance Evaluations			PM - Ashley Horton	06/11/21	Feedback to each teammember
16	Assist with project transition			PM - Ashley Horton	06/11/21	(as needed)
17	<input checked="" type="checkbox"/> Finances			Draco Malfoy		
18	Invoice and/or payment for LMS training			Draco Malfoy	04/15/21	
19	Invoice and/or payments for staff training			Draco Malfoy	06/11/21	Includes attending LMS training and hourly time recorded attending Canvas training
20						
21						
22						