TEAM PROJECT DOCUMENT & VIDEO STATUS REPORT MEMO INSTRUCTIONS (M7 – M12)

Professor Janece Glauser, Spring 2023

PURPOSE

- ☐ **(M7 & 8)** Meet with your **Team Project Groups** to select a topic and audience for your **Instructional or Educational Documents & Videos**
- ☐ **(M7 & 8)** Compose a draft of your **Team Project Status Report Memo** and share it with your professor in eLearning before 11:59 PM on the final day of **Module 9**.
- ☐ **(M10 & 11)** Meet with your **Professor and Team Project Groups** to go over your **Team Project Status Report Memo**
- ☐ **(M12)** Revise your **Team Status Report Memo** and share it with your professor in eLearning before 11:59 PM on the final day of **Module 12**.

MEET WITH YOUR TEAM PROJECT GROUPS
Class Day **Module 6; MS Teams Module 9, 10, & 11**

- ☐ **(M7 & 8)** Meet with your **Team Project Groups** to Plan your **Instructional or Educational Document & Video**

- ☐ As a team, compose a memo addressed to your professor. The purpose of this memo is to formally propose a topic for your **Instructional/Educational Document and Video**. Use the Long Memo with Research sample document from Chapter 7 of the textbook when planning your document. Organize your memo around the following headings:

  - **Team Project Topic Summary** – Provide a brief summary of the instructional or educational topic your team has chosen for your project. Remember that your topic must involve a technical topic and be intended for a non-technical audience.

  - **Audience and Purpose** – Explain who your intended audience is and what rhetorical context the document and video demonstration would be ideal for. Also explain how your team selected this topic and why.

  - **Materials Needed (for Instructions) or Background Info (for Educational Topics)** – For instructions, include a list of materials needed to complete the technical task. For educational topics, provide background information (1-2 paragraphs) explaining why this type of educational content is warranted for your intended audience.

  - **Document/Video Text** – For this portion of the memo, you will write out the entire text that you plan to include in the final document and presentation video. Remember that your document must include 12 – 15 steps or items, along with warnings, cautions, hazards, and notes for each item. You may include more than 12 - 15 steps or items. The number of steps or items depends on the complexity of the task or topic.

    Instructions
    For instructions, write out the steps exactly as you plan to word them in the final document. You should limit each step to one specific action for instructions. Steps should be written in imperative voice. For example:

    Step 1: Attach the wheels to the axle

    NOTE: For the final document, you must include anywhere from 1 to 4 images depending on how complex the task is. You DO NOT HAVE TO INCLUDE these images on this memo. However, you may include them if you wish. All final images must be original.

Each step should include specific notes, warnings, cautions, or hazards. For example, if there are conditions under which the task these should be performed, these should be explained as notes, warnings, cautions, or hazards.

For example:

> **NOTE:** Make sure the body of the skateboard is on a level surface before attaching the axle to prevent . . .

> **HAZARD:** Eye protection should be worn to prevent injury.

Educational Topics
For educational topics, provide detailed outline of your text content. This content must include at 12 - 15 items, but can include more. Each item must include at least 300 – 750 words to accompany that item.

NOTE: For the final document, you must include anywhere from 1 to 4 images depending on how complex the item is. You DO NOT HAVE TO INCLUDE these images on this memo. However, you may include them if you wish. All final images must be original.

WARNING: Do not divide writing tasks within the group. You should compose the text together at your meeting. It is important to maintain voice, tone, and style cohesion for your audience.

- **Document Design, Layout, and Production** – Plan a timeline for composing, editing, and finalizing the document. Now that you have written the text of your topic, it is acceptable to divide the tasks for document construction if you wish to do so. For example, you may have two individuals who are responsible for taking all of the photographs, and two individuals who are responsible for designing the document layout and design. However, it is still ideal to complete these together if possible. The document must fit on 8.5 X 11 paper, and be submitted as a PDF document.

  Regardless of how you conduct the drafting of the document, make sure that all contributors approve the final draft before submitting for grading. The final document should have a cohesive voice, tone, and style.

- **Video Production and Editing** – Plan a timeline for recording, editing, and finalizing the video. The text for the video will likely be identical or very similar to the document. You may also divide the video production tasks if necessary. Each group member must contribute speaking time to the narration of the video. Your faces do not have to be visible in the video.

  Regardless of how you conduct the recording and editing of the video, make sure that all contributors approve the final video before submitting for grading. The final video should have a cohesive voice, tone, and style.

- **Sources Consulted** – Include a list of sources that you consulted in preparation for your document. For both instructional or educational content, you will likely consult outside sources in preparation for this assignment. However, because your intended audience is a non-technical audience, it is acceptable to use non-scholarly sources, provided they are credible, reliable, and accurate sources of information. Include a list of sources you consulted in IEEE format.

  PLAGIARISM WARNING: Be careful not to copy the wording of instructional or educational content. Make sure to give attribution for any direct wording by using quotation marks. You will be submitting your final document to Turnitin.com for plagiarism.

☐ Upload a draft of your **Team Project Status Report Memo** (pdf file) to the **Team Project Status Report Meeting Assignment Deliverables (M9)** in eLearning before 11:59 PM on the final day of Module 9
  NOTE: You will have the opportunity to revise this draft for a higher grade after your meeting.

☐ **(M10 & 11)** Meet with your **Professor and Team Project** to go over your first draft of your **Team Project Status Report Memo**

☐ Upload your final draft of your **Team Project Status Report Memo** (pdf file) to the **Team Project Status Report Meeting Assignment Deliverables (M10)** in eLearning before 11:59 PM on the final day of **Module 12**

☐ **(M12)** Meet with your **Professor and Team Project Groups** to go over your final **Team Project Status Report Memo**, and discuss the next stage of your **Team Project**