# FPD 200 Task

## Background/Requirements Summary

The background for this task stated in the FPD 200 Performance Work Statement is as follows:

FPD 200 presents a systems approach to instructional development: Analysis, Design, Development, Implementation, and Evaluation (ADDIE) and is designed for faculty members who are serving as Performance Learning Directors (PLDs), course managers (CMs) or DAU personnel who are involved in the development of any learning asset.

The current course design is a facilitated online learning environment (FOLE) course delivered via Blackboard. Students are engaged in asynchronous discussions with the instructor and other students and are required at designated intervals to submit a product for peer and instructor review. Students are assessed on the level and quality of participation in the discussion forums, as well as on the products submitted. The course is six-weeks in length; however, it does not require six full weeks of student effort. The FOLE design allows students the option of when and how often (above the minimum) they want to engage in discussions.

Instructor availability and student demand are factors that dictate when the course is offered.

For some of DAU’s curriculum centers, FPD 200 is a requirement before a faculty member can apply for the position of course manager. Furthermore, FPD 200 is a required prerequisite for FPD 203-Writing Test Questions, another requirement for faculty promotions.

## Objective

Phase 1: Contractor proposes a learning-on-demand delivery design and delivers a script and styleboards

Phase 2: Contractor fully develops and completes the course content of FPD 200 in accordance with the CDD and the prototype design established in Phase I of FPD 200 course development

## Scope

The scope of the work includes conversion of FPD 200 from a FOLE to a learning-on-demand delivery format reducing reliance on instructor availability. The delivery method should be a mix of self-paced learning and student product development.

## Requirements

Requirements for FPD 200 include:

* Functionality within DAU’s learning management and delivery systems which include Blackboard and Atlas
* Providing the foundation of the ADDIE model and the instructional design process
* How DAU implements the ADDIE model which means integrating the most recent version of the DAU Curriculum Guide (Learning Asset Development Guide) into the course

Task 1 Project Plan

* Submit a tech and price proposal for the effort
* Conduct a kick-off meeting no later than five days from CDA
* Submit a Project Management Plan that will
  + Establish a project schedule addressing all work phases and deliverable dates for accomplishing the task
  + Establish a project closeout review at the close of the period of performance
  + Identify and describe all interim and final deliverables

Task 2 Course and Content Analysis

* The contractor shall serve as the course designer and content developer with collaborative assistance from and technical review by DAU personnel. The contractor’s responsibilities include:
  + Review current ISD research and literature as possible inclusion in the course
  + Propose a course design. Course design should include a description of advantages and disadvantages of the various design approaches considered for the project and rationale for selected choice.
  + Propose a content outline
  + Recommend and develop appropriate graded and non-graded assessments and exercises aligned with learning objectives
* Submit a Course Design Document (CDD) describing the proposed design approach as well as a detailed assessment strategy
* Submit a narrative script of the entire course content, as well as styleboards illustrating the proposed visual approach to various components of the course

Task 3 Courseware Programming

* Produce a web-based learning environment based on the script and styleboards. Courseware programming will conform to the requirements of Section 508 of the Rehabilitation Act and, if applicable per design requirements, will be SCORM 2004 version 3 conformant.
* Course must use DAU’s Learning Management System (ATLAS) for student registration and graduation
* Develop the instructor support package providing guidance to the instructor on how to implement and conduct the course
* Develop a maintenance plan describing how to maintain and update the course and a listing of all source files

Task 4 Support Student Pilot

* Participate in the scheduled hotwashes
* If not using the Change Request (CR) in ATLAS, propose and develop method for capturing pilot participants’ feedback
* Implement approved changes based on comments from the pilot
* Prepare a report describing the outcomes of the pilot including approved changes and incorporation of those changes into the course. Pilot report should describe lessons learned and best practices identified during the pilot.

Task 5 Migration and Final Delivery

* Deliver final course package to DAU
* Post all course materials and deliverables, including source files, into the course’s BB workspace

## Period of Performance

Phase 1: completed by 30 September 2011

Phase 2: completed by 31 January 2012

## Deliverables

Deliverables for this task would be as follows:

Phase 1

* Project Management Plan (PMP)
* Final Course Design Document (CDD)
* Functional Prototype

Phase 2

* Final pilot report
* Instructor support package (ISP)
* Final course package
* Source files and all course materials
* Final maintenance plan

## Government Furnished Information

DAU will provide access to the following:

* Current FPD 200 course materials and relevant references on Blackboard
* Current version of FPD 200 on Blackboard
* Access to the current versions of the DAU Curriculum Guide (Learning Asset Development Guide) and the DAU eLearning Asset Development Guide
* Access to the SME(s) during the development of the course