5 December, 2011

Sylwia,

Based on your suggestion that we add back in text-based case study, below are our thoughts on process and scope.

**A. Questions About Module 2 Content**

In her review of the Lesson 2 Participant Guide, Sabrina included a note suggesting a reorganization of the course content -- essentially suggesting that the course now be 5 modules, with multiple lessons within each module. Her Module 2, for example, is Design, and includes four Lessons. Listed below are topics for those Lessons, along with questions/comments we have about each:

1. What is design and its relationship with analysis. [To the best of our knowledge, there is nothing in either the current course content or the CDD about this. We can certainly create from scratch what we believe would address this topic, but we have two requests. Nice-to-have: If Sabrina and/or Debra could provide us with some guidance on what they'd like covered, that would be helpful, though not essential. Must-have: We really do need to have a sense of the extent to which this topic should be covered. Are we talking a couple paragraphs or several pages?]
2. Objectives. [This is covered in our first draft of the Lesson 2 Participant Guide. No big issues here.]
3. Assessment Strategy. [This is also covered in our first draft of the Lesson 2 Participant Guide. No big issues here.]
4. Instructional Strategy (and this lesson can be the transition to development). [We were planning to cover this in what used to be called Lesson 3, so it's in the CDD, but we have not yet written anything for it. Could Sabrina and/or Debra re-review their comments in this section of the CDD to ensure that all of their thoughts have been captured and that the learning objectives identified for this lesson will sufficiently meet all their expectations?]

**B. Confirmation of the Addition of the Case Study**

As you know, my initial email with our proposed next steps indicated that there would be no additional costs over the already-approved scope. That proposed approach assumed that there would be no case study – just the Participant Guide and other Word documents and Blackboard-based quizzes. What we hear you asking now is that we DO include the case study, but NOT as a media-based one, as was described in the CDD; instead, the case study will be entirely text-based -- written in Word, and uploaded onto Blackboard as a downloaded file. Here are some further assumptions we’re making about the case study:

* There will be one for each module, so five total -- we refer to the composite of all five as one "interactive case study."
* The case study is intended to supplement and reinforce the core content in the Participant guide, not to be the initial or primary instruction for any concept.
* It is an example of the ADDIE process, but obviously cannot account for every different manner in which a course could be developed, so by necessity we would have to acknowledge that there are exceptions and modifications to the ADDIE process at DAU that would not be represented here.
* It would feature a PLD and an ISD interacting with one another.

**Proposed Process**  
We believe that the best way to move forward with the project is to be more iterative than we have in the past, allowing more deliverables to react to and more opportunities for content changes. Thus, here's the process we propose (without specific dates):

Step 1: Finish the content for Module 2

* Enspire delivers proposed outline for the new content to appear in the Module 2 Participant Guide. (Sabrina's proposed reorganization includes four lessons within Module 2; the Participant Guide we delivered only address two of the four, so we'll want to ensure that we have a clear sense of what the new content should be before trying to actually creating a draft.)
* DAU provides written feedback
* Enspire delivers 2nd draft of Module 2's Participant Guide and Quiz A -- making changes that have been proposed in the feedback document, and adding the new content
* DAU provides written feedback
* Enspire delivers two sets of documents:
  + 2nd draft of Module 2's Assignment Sheet, Quiz B, IOAP, and CSAP -- making changes that have been proposed in the feedback document
  + 1st draft of Module 2's text-based case study (This is considered a 1st draft because the version that has already been submitted was intended to be a script for a media-based solution, whereas we're now preparing a script for a text-based solution.)
* DAU provides written feedback
* Enspire delivers 2nd draft of Module 2's text-based case study
* DAU provides written feedback
* Enspire delivers final draft of all documents for Module 2

Step 2: Meet to Review Progress and Status (re-evaluate new process and update cost/hour estimates as appropriate)  
  
Step 3: Assuming process and content in Step 1 is acceptable, develop content for each remaining module -- one after the other, not simultaneously

* Enspire delivers outline for Participant Guide and Case Study
* DAU provides written feedback
* Enspire delivers 1st draft of Participant Guide, Case Study, both Quizzes, Assignment Sheet, and any other supporting documents
* DAU provides written feedback
* Enspire delivers 2nd draft of Participant Guide, Case Study, both Quizzes, Assignment Sheet, and any other supporting documents
* DAU provides written feedback
* Enspire delivers final draft of all documents for the Module

**Estimated Costs and Timeline**  
In order to provide a cost estimate for adding the text-based case study to the project scope, we considered the iterative process that would be required. Our work with Sabrina and Debra so far has reinforced the importance of precision and accuracy in the case study, so anticipate that it will grow and change organically throughout development. Thus, we anticipate that adding the case study to the project would increase the approved costs by approximately 45%. And given the iterative process, it is unlikely that we would be able to complete the entire project by March, which Sabrina and Debra have indicated is a deadline. Our current analysis suggests that a more realistic final delivery date is in April or May.