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**Defense Acquisition University FPD200**

**Project Management Plan**

**29 August, 2011**

Revision History 1

Project Purpose 1

Background/Requirements 1

Project Team & Roles 2

Assumptions 3

Project Scope 3

Target Audience 4

Duration 4

Project Plan 4

Revision History

|  |  |  |  |  |  |
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| Version | Date | Version | Date | Version | Date |
| 1 | 29 August, 2011 |  |  |  |  |
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Project Purpose

The purpose of this project is to convert DAU’s FPD200 course (currently a Facilitated Online Learning Environment (FOLE) delivered via Blackboard) into one that is more on-demand and less facilitated.

Background/Requirements

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.

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

Project Team & Roles

Add project team roster – reformat as necessary:

|  |  |  |  |
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| **NAME** | **ROLE** | **E-MAIL** | **PHONE** |
| Sabrina Christian | FPD Coordinator, DAU | Sabrina.christian@dau.mil | 703-805-4855 |
| Debra Moore | Course Manager, DAU | Debra.moore@dau.mil | 703-805-4535 |
| Sylwia Gasiorek-Nelson | Production Manager, DAU | Sylwia.gasiorek-nelson@dau.mil | 703-805-5140 |
| Dave Sweede | Program Manager, GDIT | Dave.sweede@gdit.com | 703-805-3709 |
| Kim Jolly | ISD Reviewer, DAU | Kim.jolly@dau.mil | 703-805-5430 |
| Enspire team |  |  |  |
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|  | **Jerry Pharr, Senior Producer**  Jerry will serve as the primary point as contact at Enspire, and is charged with championing DAU’s needs and wishes throughout the course of the project. He will be responsible for resource allocation, scheduling, managing team members, and client communications. |
|  | **Robert Bell, Senior Instructional Designer**  Robert will serve as the overall instructional lead for the project. He will be responsible for doing the analysis and implementation of the course content, interfacing with subject matter experts (SMEs), writing scripts, and designing interactivities. |
|  | **David Crumley, VP, Media**  David will serve as the creative lead for the project. He will be responsible for managing the ideation and production of the visual and audio media. |
|  | **Laura Egliht, Creative Producer**  Laura will serve as primary designer for the project. She will be responsible for designing and implementing the visual and audio media. |
|  | **Adam Gretencord, Senior Technology Developer**  Adam will serve as technical lead for the project. He will be responsible for ensuring that the interactive media functions properly, and that it is integrated seamlessly within Blackboard environment. |
|  | **Monika Bustamante, Director, Quality Assurance**  Monika will serve as quality assurant for the project. She will be responsible for testing, reviewing, and de-bugging the end-user experience at each deliverable to ensure the project is up to client and Enspire standards. |

Assumptions

Project Scope

The Enspire team will complete the following tasks:

1. Conduct a gap analysis of the current course, and make any additions/revisions to the assignments, schedule, readings, and grading rubrics that are deemed appropriate by DAU.
   * Any/all changes will be deployed back into Blackboard in their original format.
2. Develop weekly quizzes using Blackboard’s current features.
   * Quizzes will be developed to assess basic knowledge and understanding of each week’s learning objectives.
3. Explore and implement opportunities to enhance the visual appeal of the Blackboard experience. Possible additions include the following:
   * Up to 20 custom infographics and other images (either within Blackboard’s HTML pages or in the downloadable resources) that help advance learning objectives in the assignments.
   * A DAU-branded design template that could be added to all downloadable resources.
4. Develop five interactive, 508-compliant applications designed to supplement and/or reinforce the learning objectives for each of the five weeks of the course.
   * The applications will range from 5-10 minutes each and will include both narrative and interactive segments based on a sample case study. Interactive segments will reinforce practice in analysis and evaluation of the case study.
   * The applications will include curricular materials and job aids that advance the case study and are relevant to the week’s learning objectives. These materials will be presented as printable text that can be accessed through the application.
   * They will be custom developed with the following client-side technologies: Adobe Flash/ActionScript, HTML, CSS, and JavaScript.
   * The completed applications will be deployed onto Blackboard as Assignments, using the Blackboard feature that allows instructors and administrators to upload and unzip packages.
   * Students’ responses to any interactivities in the applications will not be captured or retained by Blackboard (for grading or any other purpose).
5. Develop a maintenance plan that facilitates the ongoing maintenance of the course by DAU.

Target Audience

The course 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.

Duration

The course will be framed as a six-week learning experience, and students must complete and submit all materials within six weeks of beginning the course. But the course will be available on-demand, so students can begin the course whenever they wish, and they can proceed at any pace they wish – though it will be recommended that they break up the course load into six 1-week sections.

Project Plan

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| **Event** | | | **Begin Date** | **End Date** |
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| **PHASE 1** | **Planning** | Kickoff Meeting | Tuesday, August 16, 2011 | Tuesday, August 16, 2011 |
| Project Management Plan (PMP) Development | Wednesday, August 17, 2011 | Friday, August 26, 2011 |
| Enspire Release: PMP | Monday, August 29, 2011 | Monday, August 29, 2011 |
| DAU Review/Feedback: PMP | Tuesday, August 30, 2011 | Friday, September 02, 2011 |
| **Design** | Design Development | Tuesday, September 06, 2011 | Tuesday, September 06, 2011 |
| Enspire Release: Course Design Document (CDD) | ######################### | ######################## |
| DAU Review/Feedback: CDD | Thursday, September 08, 2011 | Tuesday, September 13, 2011 |
| Script/Styleboard Development | ######################### | ######################## |
| Enspire Release: Script/Styleboards | Thursday, September 22, 2011 | Thursday, September 22, 2011 |
| DAU Review/Feedback: Script/Styleboards | Friday, September 23, 2011 | ######################## |
| **PHASE 2** | **Prototype** | Prototype Development | Thursday, September 29, 2011 | Thursday, October 13, 2011 |
| Enspire Release: Prototype | Friday, October 14, 2011 | Friday, October 14, 2011 |
| DAU Review/Feedback: Prototype | Monday, October 17, 2011 | Monday, October 24, 2011 |
| **Alpha** | Programmed Lessons (aka Alpha) Development | Tuesday, October 25, 2011 | ######################## |
| Enspire Release: Programmed Lessons (aks Alpha) | Thursday, November 17, 2011 | Thursday, November 17, 2011 |
| DAU Review/Feedback: Programmed Lessons (aka Alpha) | Friday, November 18, 2011 | Tuesday, November 29, 2011 |
| **Beta/Pilot** | Beta Development | Wednesday, November 30, 2011 | Thursday, December 15, 2011 |
| Enspire Release: Beta | Friday, December 16, 2011 | Friday, December 16, 2011 |
| DAU Review (no formal feedback necessary) | Monday, December 19, 2011 | Friday, January 06, 2012 |
| DAU-Hosted Pilot Test | Monday, January 09, 2012 | Friday, January 13, 2012 |
| DAU Review/Feedback: Pilot | Monday, January 16, 2012 | Monday, January 23, 2012 |
| **Final** | Final Development | Tuesday, January 24, 2012 | Thursday, February 02, 2012 |
| Enspire Release: Final Candidate | Friday, February 03, 2012 | Friday, February 03, 2012 |
| DAU Final Approval/Acceptance | Friday, February 03, 2012 | Wednesday, February 08, 2012 |

Deliverables

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| Phase 1 | Delivery Date | Description |
| PMP |  |  |
| CDD |  |  |
| Prototype |  |  |
| Phase 2 |  |  |
| Final Pilot Report |  |  |
| ISP |  |  |
| Final Course Package |  |  |
| Source files/course materials |  |  |
| Final Maintenance plan |  |  |