

Project Schedule

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IDT 4150: Project Management and Stakeholder Communication

Professor Emily May

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Project overview:

The main task of this project is to develop a teaching English to speakers of other languages (TESOL) Methodology interactive asynchronous online course. The instructional designer will develop the entire five-module course using open educational resources and the Canvas LMS. This project will include an instructional designer, a subject matter expert, and a project manager.

Project goals:

Several goals for this project include the following:

1. Create a five-module TESOL Methodology course using the Canvas Learning Management System (LMS); each module should take four to five hours for learners to complete. This course would be characterized as passive eLearning with frequent learner responses, assessments for understanding, and feedback incorporated (Friesen, Kaye, and Associates 2017).
2. Develop each course module with an overview, learner outcomes, Open Educational Resources (OER) lecture and reading content, OER media, assignments, and formative assessments.
3. Maintain ongoing collaborations with the subject matter expert to discuss TESOL course digital artifacts, curriculum, instructional, and assessment elements using the Canvas BigBlue Button tool for virtual meetings and Canvas email.
4. Collaborate with internal TESOL professors and make necessary revisions to the course. At least two virtual meetings will occur for each professor during the month of TESOL course reviews by professors.
5. Implement Canvas LMS content development, migration, functional test, and a Canvas LMS launch.

Project team (roles):

- Rick Goldsmith: Lead Course Developer and Instructional Designer
- Dr. Tom Hancock: Subject Matter Expert
- Dr. LaMetrius Daniels: Project Manager
- Internal TESOL Professors: not defined

Deliverable(s) - final format:

The final format for the deliverable in be on the host institution's Canvas LMS. This TESOL Canvas course will contain all content, including digital artifacts, curriculum, instructional, and assessment elements.

What tools will be used?

Accessibility tools built within Canvas, Adobe Acrobat, and Microsoft Word will be implemented during course design. Additionally, the Web Content Accessibility Guidelines (WCAG) will be referenced along with the WAVE Accessibility Checker from WebAIM. Finally, each digital artifact will be evaluated for accessibility compliance by the instructional designer.

Project Schedule and Milestones:

TASK	OWNER	DATES
Duration of Project:	All	03/25/23 - 04/01/24
Project Plan Development: Storyboard, Prototype, and Project Documents	Developer	03/25/23 - 06/03/23
Storyboarding:		
Storyboard 1st Draft:	Developer	03/26/23 - 04/02/23
Review Storyboard 1st Draft:	SME	04/02/23 - 04/09/23
Storyboard 2nd Draft:	Developer	04/09/23 - 04/16/23
Review Storyboard 2nd Draft:	SME	04/16/23 - 04/23/23
Prototype:		
Prototype 1st Draft:	Developer	04/23/23 - 05/14/23
Review Prototype 1st Draft:	SME	05/14/23 - 06/02/23
Project Planning:		
Internal Kickoff Meeting:	Developer/SME	06/08/23
External Kickoff Meeting:	All	06/22/23
All Project Paperwork Approved:	All	06/26/23
The Project Begins:		
Course Development:	Developer/SME	07/03/23 - 02/28/24
Course Stakeholder Meetings		
Course Stakeholder (CS) meeting I:	All	08/05/23
CS meeting II: Modules I-II Deliverable	All	09/05/23
CS meeting III: Modules II-III Deliverable	All	10/09/23
CS meeting IV: Modules III-IV Deliverable	All	11/07/23
CS meeting V: Modules IV-V Deliverable	All	12/05/23
CS meeting VI: Full Course Deliverable	All	02/27/24
Project Reviews		
Project Review I: all stakeholders	All	12/05/23 - 12/21/23
Project Review II: professors	Professors	01/08/24 - 02/08/24
Project Review III: all stakeholders	All	01/12/24 - 02/08/24
Project Review IV: final SME	SME	02/08/23 - 02/22/24
Course stakeholder: approvals	All	02/27/24
Content migration:	Developer	03/01/24
Testing		
Implement LMS:	Developer	03/08/24
Functional Test:	Developer/SME	03/22/24
Course Delivery		
Launch LMS:	Developer	04/01/24
Post-Implementation review:	Instructors	04/01/24 - 07/01/24

Preventative steps to prevent scope creep:

One essential area of the project schedule concerns me is "Estimate the duration of each activity" (The Teamwork Team 2020). This article commented on getting a close estimate by looking at similar projects; however, my project involves creating a Canvas course, which will be new for me. MacKay (2021) commented on embedding an "unfamiliarity multiplier" into new task completion "An easy rule of thumb is to add 50– 100% of your estimated time to tasks you have not done before" (MacKay, 2021). However, I am still unsure how long it would take me to create a Canvas module. Tim Slade (2021) suggested allocating four weeks to design a storyboard and two weeks to create a prototype before course development, which will solve my challenge.

Since designing a storyboard and creating a prototype are new tasks, I have allocated nine weeks for these steps. Now, I will have a more precise method for estimating task time by allotting time for a storyboard and prototype drafts and revisions. Additionally, I have used Kanban boards but have not embedded them within a project like my Canvas TESOL course. Therefore, I will create a few prototypes of Trello Kanban boards to see what layout best meets my needs. I anticipate creating a new Kanban board for each new Canvas module and another Kanban board for the project schedule. My Kanban board prototype process should iron out these variables.

Plan for updating and adapting the schedule:

I will have a small project team for my Canvas course, with only three people, so my project management software, Trello, should work well. Also, Trello Kanban boards integrate well with Canvas, making it one of the "Top 7 Apps, Tools, and Plug-ins for Canvas LMS" (Instructure 2021), which is excellent since I am creating a Canvas course for my project.

I plan to create a project schedule in Trello and then embed the Kanban board directly into my Canvas course as the top module. The project schedule will list the project goals, identify all stakeholders, and list project milestones. Since I will create a storyboard and prototype before development, I am more confident in task duration, which I will sequence and assign to the team members. My Trello Kanban board, as the first module in my Canvas course, will be a great way to visualize the project schedule (MacKay 2021). Each week during the project, I will check progress against the project schedule and make any updates to the Trello board.

References:

- Instructure. 2021. "The Top 7 Apps, Tools and Plug-Ins for Canvas LMS." *Instructure*. September 16. <https://community.canvaslms.com/t5/K12-Canvas-Users/The-Top-7-Apps-Tools-and-Plug-ins-for-Canvas-LMS/ba-p/485218>.
- MacKay, Jory. 2021. *How to Make a Project Schedule You Will Stick to in 9 Steps*. Planio GmbH. August 10. <https://plan.io/blog/project-schedule/>.
- Slade, Tim. 2021. *How to Create an Elearning Development Timeline*. The eLearning Designer's Academy. December 5. <https://elearningacademy.io/blog/how-to-create-an-elearning-development-timeline/>.
- The Teamwork Team. 2020. *How to Create a Project Schedule: A Complete Guide*. Teamwork. November 9. <https://www.teamwork.com/blog/project-schedule/>.