MIT- 510

Context and Conditions

This project was a requirement for *MIT 510: Design and Development of Instructional Technology* completed in the Spring 2007 under the direction of Dr. Mahnaz Moallem. An analysis was completed in response to the Office of E-Learning at UNC- Wilmington in order to increase the use of Horizon Wimba. Tom Dorgan and I worked collaboratively with the Office of E-Learning staff. There was no budget for this project since we were submitting a proposal/plan to the Office of E-Learning

Scope

This project was designed for the Office of E-Learning at UNC-Wilmington. The Office of E-learning stated that they would like to increase the use of Horizon Wimba on campus. This project consisted of two parts: the analysis and the proposal. Our team conducted an analysis to determine the training need for Horizon Wimba. Once the analysis was completed a proposal plan for the design and development of the training was created.

The training would include the Office of E-Learning which includes 2 full time employees and 3 graduate assistants. The project plan included training the employees who would in turn train the faculty. The report and final project was submitted to University of North Carolina, Wilmington Office of E-Learning.

Role

This was a collaborative effort between the consulting team and the Office of E-Learning at UNC-Wilmington. I served as an instructional designer and project manager. As an instructional designer, I contributed to the front-end analysis by creating a survey for the faculty, conducting interviews, and analyzing extant data. Once the data was analyzed and a solution proposed, I assisted with developing the instructional project plan.

I also served as the project manager by collaboratively designing a project plan for this new training. As the project manager, I had to analyze the resources and constraints that would work in favor and against the development of the training. Staffing was also a consideration along with the budget. Once these items were identified, I assisted with developing a timeline for the design, development, and implementation of the Horizon Wimba training.

Reflection

This project proved to be very difficult in the beginning during the front-end analysis. I learned how important to articulate a good problem statement so that as an instructional designer, you know exactly where the gap lies. During our front-end analysis, we found

that the gap did not have an instructional solution so therefore; we had to tweak our project to have an instructional solution. In retrospect, it was an overall good learning experience, and I have a good foundation of a front-end analysis and writing a problem statement.

It was during this project that I realized how important it is to understand the system. At this point, I worked in the school system and my projects up to this point had been created and implemented in that system. When I began working with the Office of E-learning, I struggled to understand the "why's" and "how's" because I did not identify with the system that I was trying to analyze. I now stress the importance of understanding how the system works.

Domain of Instructional Design			
Competencies	**Job Description**	**Artifacts**	**Justification**
Plan and conduct needs assessment.	Conduct needs analyses to develop overall curriculum goals, course objectives and requirements. Perform training Needs Analysis that includes consulting with internal and external clients to determine functional training requirements Complete needs assessments	MIT-510 – *Design and Development of Instructional Technology* - Increasing the use of Horizon Wimba	These artifacts show my ability to gather data from multiple sources and analyze the data to identify gaps between "what is" and "what should be". It also shows my ability to translate the needs to goals and objectives and prioritize them.
The Domain of Development			
Competencies	**Job Description**	**Artifacts**	**Justification**
Develop curriculum and apply instructional technology to the curriculum at the systems level, the macro level and the micro level.		MIT-510 – *Design and Development of Instructional Technology* - Increasing the use of Horizon Wimba	MIT 500 artifact demonstrates my ability to develop curriculum at the micro level while MIT 510 artifact exhibits curriculum design at the macro level.
Domain of Utilization			
Competencies	**Job Description**	**Artifacts**	**Justification**

Apply leadership techniques with individuals and groups (interpersonal skills, group dynamics, team building and diffusion of innovations).	Working with other instructional designers, sales and services trainers to ensure effective communication of issues, needs, problems and opportunities. Strong communications, team work and project management skills	MIT-510 – *Design and Development of Instructional Technology* - Increasing the use of Horizon Wimba	These artifacts demonstrate my ability to work as part of a team where communication and collaboration were essential to the success of each project. During these projects, I worked with a team where I was able to take a leadership role.
Promote the diffusion and adoption of the instructional development process.	Partners with departments to plan infrastructure for course implementation or support and recommends approaches to long-term planning for innovation Experience in conducting and documenting change readiness and impact assessments	MIT-510 – *Design and Development of Instructional Technology* - Increasing the use of Horizon Wimba	These artifacts demonstrate my ability to design a plan to implement change into a system or environment.

Domain of Management

Competencies	Job Description	Artifacts	Justification
Plan, create, monitor, and facilitate instructional design projects.	Manage the detailed processes to ensure the on-time completion of all projects including the delivery and tracking of project charters, plans, budgets, risk/change management plans, and detailed statements of work for the various	MIT-510 – *Design and Development of Instructional Technology* - Increasing the use of Horizon Wimba	These artifacts demonstrate my ability to organize, work with a team, and develop a plan to effectively and efficiently implement a project plan while managing resources and facilities.

	projects		
Organize the instructional project or service unit to operate effectively and efficiently.	Anticipates needs, determines priorities and establishes the appropriate courses of action and sets goals. Monitors performance towards goals and makes adjustments as necessary	MIT-510 – *Design and Development of Instructional Technology* - Increasing the use of Horizon Wimba MIT 520 – *Managing Instructional Development* - R & S Reality International Division MIT 522 – *Organization and management of Instructional Technology* - Life 101	These artifacts demonstrate my ability to develop a plan for implementation as well as allocate the resources and develop a budget.
Manage personnel and facilities.	Manages departmental resources and priorities Provide overall direction to outsourced partners ensuring that partner resources are effectively and efficiently deployed Planning and scheduling projects, including selection of staff and resources required to achieve a desired goal with time and cost constraints	MIT-510 – *Design and Development of Instructional Technology* - Increasing the use of Horizon Wimba MIT 520 – *Managing Instructional Development* - R & S Reality International Division MIT 522 – *Organization and management of Instructional Technology* - Life 101	These artifacts demonstrate my ability to oversee and allocate personnel and resources as well as develop job descriptions for personnel.

Plan and implement organizational change.	Assist in developing change management, training and communication strategy Help execute change management, training and communications plans	MIT-510 – *Design and Development of Instructional Technology* - Increasing the use of Horizon Wimba MIT 520 – *Managing Instructional Development* - R & S Reality International Division MIT 522 – *Organization and management of Instructional Technology* - Life 101	These artifacts demonstrate my ability to lay out and execute a change management plan.
Design instructional management systems	Work closely with Product Managers, business unit supervisors, subject matter experts, and other team members to ensure effective and accurate content delivery	MIT-510 – *Design and Development of Instructional Technology* - Increasing the use of Horizon Wimba MIT 520 – *Managing Instructional Development* - R & S Reality International Division MIT 522 – *Organization and management of Instructional Technology* - Life 101	These artifacts demonstrate my ability to manage a strategic plan.
Domain of Evaluation			

Competencies	Job Description	Artifacts	Justification
Plan and conduct needs assessment.	Conduct needs analyses to develop overall curriculum goals, course objectives and requirements.

Perform training Needs Analysis that includes consulting with internal and external clients to determine functional training requirements

Complete needs assessments | MIT 500 – *Instructional Systems Design: Theory and Research* - Universal Reader

MIT 502 – *The Systematic Approach to Performance Improvement* - Increasing IEP Compliance in New Hanover County

MIT-510 – *Design and Development of Instructional Technology* - Increasing the use of Horizon Wimba | These artifacts show my ability to gather data from multiple sources and analyze the data to identify gaps between "what is" and "what should be". It also shows my ability to translate the needs to goals and objectives and prioritize them. |