| 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 projects | MIT-510 – *Design and Development of Instructional Technology* - Increasing the use of Horizon Wimba<br><br>MIT 520 – *Managing Instructional Development* - R & S Reality International Division | 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. |
| 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.<br><br>Monitors performance towards goals and makes adjustments as necessary | MIT-510 – *Design and Development of Instructional Technology* - Increasing the use of Horizon Wimba<br><br>MIT 520 – *Managing Instructional Development* - R & S Reality International Division<br><br>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<br><br>Provide overall direction to | MIT 520 – *Managing Instructional Development* - R & S Reality International Division | These artifacts demonstrate my ability to oversee and allocate personnel and resources as well as develop job |

| | outsourced partners ensuring that partner resources are effectively and efficiently deployed<br><br>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<br><br>MIT 522 – *Organization and management of Instructional Technology* - Life 101 | descriptions for personnel. |
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| Plan and implement organizational change. | Assist in developing change management, training and communication strategy<br><br>Help execute change management, training and communications plans | MIT 520 – *Managing Instructional Development* - R & S Reality International Division<br><br>MIT 522 – *Organization and management of Instructional Technology* - Life 101<br><br>MIT-510 – *Design and Development of Instructional Technology* - Increasing the use of Horizon Wimba | 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 522 – *Organization and management of Instructional Technology* - Life 101<br><br>MIT 520 – *Managing* | These artifacts demonstrate my ability to manage a strategic plan. |

| | | *Instructional Development* - R & S Reality International Division | |
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| | | MIT-510 – *Design and Development of Instructional Technology* - Increasing the use of Horizon Wimba International Division | |