

## MIT 522: A Technology Change Plan



Change Management Proposal

Resource Analysis Report

Technology Change Plan

### Context & Conditions:

“Minding the Gap at Girl’s Inc.,” a technology change plan, resource analysis, and change management plan, was completed in the spring semester of 2006 in partial fulfillment of a course entitled: MIT 522 Organization and Management of Instructional Technology Programs. This project was developed under the guidance of Dr. Mahnaz Moallem. The client for this project was Girl Inc., an after-school program for girls between the ages of 5 and 18 in Wilmington, NC. Girls Inc. wanted to give their students the technology skills they needed to be successful in life but found that their existing computers were unreliable, over ten years old, and the majority of their staff was not tech savvy. They needed help determining the best way to move forward and meet the technology needs of their students. Myself and three other graduate students worked together to analyze the existing technology infrastructure, resources, organization, and the attitudes of existing staff members towards technology. The completed technology plan provided a detailed blueprint describing how to make the necessary changes to meet the goal of providing students the technology skills they need.

### Scope:

This goal of this project was to give Girls Inc. a comprehensive, easy to follow plan that would give them the results they needed. Our solution involved the introduction of five new computers running open-source software, a professional development plan to give staff members needed technology skills, and a training plan that would involve the staff members offering technology skills training to the students. A

teleological change model was selected as we determined that once the executive director was convinced of the validity of this plan, this feeling would quickly spread across the organization. The final technology plan included a section covering their mission statement and goals, an implementation plan, a communication plan, a professional development plan, technology support services, as well as a project budget and timeline.

### **Role:**

As mentioned earlier I was part of a four-member group who worked on this project. We all worked as instructional designers but I also served as project manager. As instructional designers we analyzed the existing system, identified a need for change, defined the change's scope, drafted a professional development plan, a communication, and implantation plan. As project manager I ensured that we completed the project on time and with a quality project. In managing the team members I assigned them different roles and supervised their progress.

### **Reflection:**

This class allowed me to serve the greater good while learning how to conduct a change management plan, resource analysis, and technology change plan. I gained a better understanding of how to diffuse an innovation or change into an organization and that stakeholders are key members of any change.

### **Domains/MIT Competencies/Job Qualifications/Artifacts**

#### **Design . Development . Utilization . Management**

<b>Domain of Instructional Design</b>			
<b>MIT Competencies</b>	<b>Job Qualifications</b>	<b>Artifacts</b>	<b>Rationale</b>
	Conduct applied research and		This artifact demonstrates my ability to successfully identify the gap between the current situation and the ideal

Plan and conduct needs assessment.	evaluation  Conduct needs analysis	MIT 522 -Needs Assessment	situation.  Once this gap is identified it is time to determine what factors are causing the deficiency.
Assess learner/trainee characteristics.	Recognize client's learning needs and requirements	MIT 522 -Learner Analysis	The learner analysis assists the designer to determine who the learner is and the needs of the learner.
Analyze the characteristics of a setting (learning environment).	Conduct needs analysis	MIT 522 -Context Analysis	The context analysis assesses the environment where the learning is to occur.
Determine instructional resources (media/computer technology) appropriate to instructional activities.	Researches the effectiveness of various teaching strategies and instructional technologies.  Effectively assesses the feasibility of solutions in terms of client needs and available resources.	MIT 522 -Implementation Plan	Selecting the appropriate resource to augment or deliver instruction is imperative in effective instructional design. This product effectively represents this competency.

Select appropriate applied information technologies to achieve instructional objectives.	Effectively assesses the feasibility of solutions in terms of client needs and available resources.	MIT 522 -Implementation Plan	This product demonstrates a thorough understanding of the available technologies and the advantages and disadvantages of each.
<b>Domain of Instructional Development</b>			
<b>MIT Competencies</b>	<b>Job Qualifications</b>	<b>Artifacts</b>	<b>Rationale</b>
Demonstrate knowledge of computer utilization practices and the ability to apply them in instructional settings including: computer literacy, software selection and evaluation, instructional management, hypermedia development and distance learning.	Experience designing and developing online courses using WebCT, Blackboard, or Moodle  Experience using computer and online based learning solutions.	MIT 522 -Implementation Plan	This product the application of computer utilization practices in an instructional setting.
Develop curriculum and apply instructional technology to the curriculum at the systems level, the macro level and the micro level.	Experience developing curriculum both system-wide and for individual courses	MIT 522 -Implementation Plan	This project is an excellent example of a large scale change management plan on the macro level.
<b>Domain of Utilization</b>			

MIT Competencies	Job Qualifications	Artifacts	Rationale
Apply principles of selection and use of materials and techniques relevant to a multicultural society (e.g., non-print, print, mass media, hardware, software, other audiovisual strategies).	Demonstrate the ability to select appropriate media for the project	MIT 522 -Implementation Plan	This product demonstrates a keen ability to select the appropriate materials for the instruction and environment.
Apply leadership techniques with individuals and groups (interpersonal skills, group dynamics, team building and diffusion of innovations).	Excellent written and verbal communication skills  Ability to manage projects within deadlines and budgets	MIT 522 -Implementation Plan	The implementation plan demonstrates my organizational and leadership ability.
Demonstrate knowledge of the laws and regulations which govern the selection and utilization of media/emerging technology, including copyright, censorship, State Board Regulations, Local Board Policies, etc.	Knowledge of copyright and "fair use" as it applied to online learning and university courses	MIT 522 -Implementation Plan	This product demonstrates an awareness and knowledge of laws and regulations as they relate to education and learning.
<b>Domain of Management</b>			

MIT Competencies	Job Qualifications	Artifacts	Rationale
Plan, create, monitor, and facilitate instructional design projects.	Translate a broad project scope into detailed work plan with tasks, accountabilities, dependencies, milestones and deadlines	MIT 522 -Implementation Plan	This project required organization, interpersonal skills and the ability to facilitate an instructional design project.
Plan and implement organizational change.	Create solutions and policies which address gaps and needs	MIT 522 -Implementation Plan	This product demonstrates my ability to manage stakeholder's engagement and willingness to change.
Design instructional management systems.	Strong management and communications skills	MIT 522 -Implementation Plan	This project demonstrates my ability to manage and plan an instructional design project.