

Phases of Development

(Appendix A: Gantt Chart, Appendix B: Staffing Resources, Appendix C: Budget, Appendix D: Flowchart Reference)

Following are a list of phases representing the procedures of which the project will be designed, developed and implemented.

Phase One

Project Planned

January 22, 2007 – January 26, 2007

Steps in Flowchart:

Project Planning Meeting - Rough Draft of Project Development Plan - Project Development Plan Reviewed by NHCS.

Team Members

- Instructional Designer 1
- Instructional Designer 2
- Instructional Designer 3
- Subject Matter Expert
- Administrator from the Professional Development System
- Instructor from the Professional Development System
- Manager from the Professional Development System [50%],
- Administrator from NHCS
- Lakeside Teacher
- Test Developer and Analyst
- Project Manager
- Secretary

Phase one begins with a planning meeting to develop a rough draft for a plan to teach teachers the techniques of differentiation determining the objectives for instruction. Each team member is required to present “brainstorm” input regarding development and planning. The project planning will include scheduling and budgeting. The initial rough development plan is recorded by the secretary and a hard copy of the recorded minutes is presented to all team members.

The Administrator from the Professional Development System and the Administrator from New Hanover County Schools are to review the minutes of the meeting and submit revised suggestions of the plan to Instructional Designer 1. The Instructional Designer 1 will then schedule phase two beginning June 12, 2006 to include or disallow suggested content revisions.

Phase Two
Content Planning

January 29 – February 8, 2007

Steps in Flowchart: *Content Planning Meeting - Content and Task Analysis Completed - Objectives Determine - Assessment Items Determined.*

Team Members

- Instructional Designer 1
- Instructional Designer 2
- Instructional Designer 3
- Subject Matter Expert
- Administrator from the Professional Development System
- Instructor from the Professional Development System
- Manager from the Professional Development System [50%],
- Lakeside Teacher
- Project Manger
- Test Developer and Analyst

Phase two is concerned with the planning of content for teacher training. The Instructor, the Administrator, the Instructor from the Professional Development System will provide information as to which aspects of training will be necessary to cover specific points of instruction needing to be considered. The Project Manager will enlighten the team as to adaptability procedures. The Subject Matter Expert, the Lakeside Teacher and the Instructional Designers 1, 2, and 3 will review the content for diffusion of product knowledge and deliverables to be used.

Upon completion of the content meeting, the Subject Matter Expert and Instructional Designer 1 will review the minutes of the content meeting prepared by the Secretary for clarity of subject matter and instructional content. The SME and ID 1 will develop a written outline for teacher training and prepare written procedure guides to be followed by the instructors and the teachers to insure desired results.

ID 1 and 2 will compile the content meeting data and distribute written copies to all team members for review and content accuracy. Approval of the objectives and product deliverables by all team members will allow phase three to begin July 6, 2006.

Phase Three
Development of Products
February 9, 2007 – May 1, 2007

Steps in Flowchart:

Instructor Guide with Subsections: Develop Word Processing - Prepare Tables and Chart - Design Graphic - Formative Evaluation Planned - Formative Evaluation Conducted.

Student Manual with Subsections: Develop Word Processing - Prepare Tables and Chart - Design Graphic - Formative Evaluation Planned - Formative Evaluation Conducted.

Team Members:

- Instructional Designer 1
- Instructional Designer 2
- Instructional Designer 3
- Writer/Editor
- Lakeside Teacher
- Graphics Designer

Formative Evaluation Planned:

Team Members

- Product Manager for instructional design activity (educator)
- Instructional Designer 2
- Instructional Designer 3

Formative Evaluation Conducted:

Team Members:

- Instructional Designer 2
- Instructional Designer 3

Phase three is dedicated to the development of an Instructor Guide and the development of a Student manual. The Instructor Guide and the Student Manual will initially execute identical procedures. The objectives content and deliverables for the Instructor Guide and the Student Manual is designed and approved in phase two by each phase two team member. Development of the Instructor Guide will precede the development of the Student Manual though each task will be planned and reviewed by Instructional Designers 1, 2, 3, a Teacher from Lakeside School and the Test Developer and Analyst.

The format for the Instructor Guide is written material in the form of a booklet, and will begin with an introduction page, followed by a table of contents, followed by a user friendly outline for successful differentiation in the classroom. The written material will also include a

glossary of terms; a works cited page, a list of suggested skills, and an index for easy referencing.

The Instructor Guide will incorporate the following enhancement: The link to a PowerPoint presentation developed by a Graphics Designer, Instructional Designer 1, and a Lakeside Teacher.

The body of the Instructor guide will address step by step lesson plans for the teachers. The companion PowerPoint presentation will depict teachers successfully implementing differentiation in local and state wide schools. Each section of slides will reference accountability suggestions for teachers to take written tests and review with provided answer sheets. A referenced footnote in the slide will correlate to an extracted history of the displayed classroom and a list of suggested skills a teacher must apply in order to be successful with implementing differentiation. Each lesson will open with an estimated time to read and mentally absorb the instructional for objective content.

The Student manual will outline the goals and objectives to be step by step implemented and successfully achieved by the teachers. The layout for the guide is exactly the same as the Instructor guide: written material in the form of a booklet, an introduction page, a table of contents, and a user friendly outline for successful differentiation in the classroom and a list of any materials or equipment needed. The written material also includes: a glossary of terms, a works cited page, a list of suggested skills in the form of self-testing materials, and an index for easy referencing.

The addition of a tear out sheet attached to the Student manual will have information to include tracking for a three year period. The tracking page will include information for: number of students, age of students, previous school attended, graduated yes/no, grade level increase/decrease, attendance accountability.

Formative Evaluation Planned

- Team Members:
- Instructional Designer 1
- Instructional Designer 2
- Instructional Designer 3
- Subject Matter Expert
- Instructor from the Professional Development System
- Product Manager for Instructional Design Activity (educator)

- Project Manager
- Secretary

After the Instructor guide and the Student manual has been developed there will be a formative evaluation planned by a Product Manager for Instructional Design Activity (educator), Instructional Designer 2, and Instructional Designer 3. The Formative evaluation is planned to include a survey sheet to determine the effectiveness of the guide, the value of the guide, suggestions for the guide, comments of grammatical structure for revisions to the guide, and a statement of privacy.

Formative Evaluation Conducted

- Team Members:
- Instructional Designer 1
- Instructional Designer 2
- Instructional Designer 3

Survey information of the Formative evaluation is compiled by ID's 1, 2 and 3 and all suggested revisions are made and recorded. Following, a second Formative evaluation is drafted and presented to a small group of teachers for testing accuracy, content value, and suggestions for more intense differentiation planning. The results of the second formative evaluation are recorded, analyzed and revisions are made accordingly by ID's 2 and 3. Final revisions are recorded by the secretary and written copies are given to each team member.

Once the final revisions of the Instructors Guide and the Student Manual are finished and approved by all members of the team, phase four is ready to begin August 8, 2006.

Phase Four Awareness Activities April 24, 2007 – May 2, 2007

Steps in Flowchart:

Awareness Material - Awareness Materials Developed - Awareness Materials Implemented

Team Members:

- Instructor from Professional Development Office
- Manager from Professional Development Office

- Graphics Designer
- Instructional Designer 1
- Instructional Designer 2
- Instructional Designer 3

Awareness activities to be developed for this workshop include flyers to be placed in paycheck envelopes, articles placed in multiple issues of a Lakeside electronic newsletter, along with a space allocation on the NHCS Professional Development website. Flyers will need to be attractive in design and highlight the goals of differentiated and individualized instruction. As this is a paid summer development program, the information must be presented so that the participants' are clearly aware of the amount they will receive and how that check will be forthcoming. Available workshop dates and times along with the location of the workshop need to be clearly displayed. Flyers should be placed in employee's paycheck envelopes one to two months prior to the end of school. As the end of school is often a very hectic time for teachers, e-mail reminders could be also utilized.

This flyer should be developed by the team members as listed above. The instructional designers along with the instructor from Professional Development should arrange the basic layout of and key elements of the flyer. Graphics designer can assist with creative elements and printing options (color, design, etc). The rough draft should be reviewed by the Manager of the Professional Development Office and once any changes have been corrected, it can be sent to payroll where it can be packaged with the paychecks at the appropriate time.

The Professional Development Office will list the training workshop on their website, making registration easy and convenient. All information also printed on the flyer will be displayed here, including how to register, dates of the workshop along with any requirements.

A Lakeside staff meeting prior to the end of school would be one possible avenue for disseminating information and increasing interest among Lakeside. Personnel from the Professional Development Office could be invited to discuss how differentiated/individualized instruction can improve student learning.

Phase Five
First Draft of Deliverables Completed
May 2, 2007 – May 4, 2007

Steps in Flowchart:

First Draft of Deliverables Completed - Edited for Content - Edited for Grammar

Team Members:

- Product Manager (educator)
- Instructional Designer 1
- Instructional Designer 2
- Instructional Designer 3
- Writer/Editor
- Graphics Designer
- Instructor from Professional Development
- Administrator from Professional Development
- Subject Matter Expert

This phase of the development will begin once the first draft of the deliverables has been completed. All team members as listed above, with the exception of the writer/editor, will be responsible for reviewing the instructor and student guides for content accuracy. A writer/editor will also be employed to review the materials for grammatical accuracy. All will be given a printed and electronic copy of the deliverables to review and on which to document any changes necessary.

Phase Six**Second Draft of Deliverables Completed**

May 7, 2007 – May 22, 2007

Steps in Flowchart:

Second Draft of Deliverables Complete - Deliverables Reviewed - Formative Evaluation Planned - Formative Evaluation Completed

Team Members:

- Instructional Designer 1
- Instructional Designer 2
- Instructional Designer 3
- Product Manager (educator)
- Writer/Editor
- Graphics Designer
- Instructor from Professional Development
- Administrator from Professional Development
- Subject Matter Expert

- Project Manager

This phase of the development will begin once the second draft of the deliverables has been completed. All team members as listed will review the deliverables for content and grammar.

The formative evaluation will be planned by the instructional design team consisting of the three instructional designers, the product manager, project manager, subject matter expert along with the instructor from Professional Development. This will include randomly selecting teachers for the one-on-one evaluation to determine ease of use of the deliverables, learner understands of the material as related to content, practice exercises, tests directions, graphics and procedures. Small group evaluations will be planned with other teachers to determine efficacy of revisions and evaluate the instructional materials for a variety of learners. The three instructional designers will conduct the formative evaluation. Data obtained will be compiled in chart form for review by the instructional designers, subject matter experts and the instructor from the Professional Development Office.

Phase Seven
Project Deliverables Revised
May 23, 2007 – June 8, 2007

Steps in Flowchart:

Final Draft Of Deliverables Completed - Project Materials Printed - Deliverables Completed

Team Members:

- Instructional Designer 1
- Instructional Designer 2
- Instructional Designer 3
- SME
- Instructor from Professional Development Office
- Manager from Professional Development Office
- Secretary
- Media Producer

The student and instructor guide will be revised based on the information obtained from the one-on-one and small group evaluations. Instructional designers, subject matter experts and

an instructor from the Professional Development will determine which changes are needed and how to implement those changes. Final approval will need to be obtained from the Manager in Professional Development. Secretarial skills will be used as needed.

A final draft of all deliverables will be printed by the media producer through the New Hanover County School System.

Phase Eight
Training the Trainers Workshop Developed/Determine Instructor from Professional Development

February 09, 2007 – February 14, 2007 (Workshop)

February 12, 2007 – February 14, 2007 (Instructor)

Steps for Workshop Development: *Arrange Training Location - Arrange Workshop Space - Arrange Presentation Equipment*

Team Members:

- Secretary
- Instructional Designer 1

Because the training will take place within New Hanover County the workshop set-up will be kept to a minimum. The secretary will be responsible for notifying the approved location (most likely a school) of the workshop dates. She will then arrange the workshop space, making sure it will accommodate all of the trainers who are to be involved. The secretary will make sure that all presentation equipment is in full working order and available. Any equipment that is not working will be sent out for repair and he or she will be responsible for reserving any equipment needed from the outside.

Steps for Determining Instructor: *Determine Instructor from Professional Development*

Team Members

- Instructional Designer 2
- Manager from the Professional Development System

After speaking with several candidates from the Professional Development Office, the manager from the Professional Development System and instructional designer 2 will determine who is most qualified to conduct the Training the Trainers Workshop.

Phase Nine
Conduct Workshop
June 11, 2007 – June 14, 2007

Steps in Flowchart: *Training the Trainers Workshop Conducted - Training Implemented - Training Completed*

Team Members

- Workshop Instructor (PDS)

The workshop to train the trainers is where all the materials are used by the instructor to teach the select educators the content so that they may conduct their own workshops within Lakeside. After the conduction, implementation and completion of the training, the subsequent trainers will have the necessary knowledge to train all other teachers.

**Phase Ten
Formative Evaluation**

June 14, 2007 – June 26, 2007

Steps in Flowchart: *Formative Evaluation Planned - Formative Evaluation Conducted*

Team Members

- Instructional Designer
- Instructional Designer 2
- Instructional Designer 3
- Subject Matter Expert
- Instructor from the Professional Development System
- Product Manager for instructional design activity (educator)
- Project Manager

Within this phase the three instructional designers, the SME, the instructor from the Professional Development System, the project manager, and product manager meet to plan on how to carry out of the formative evaluation of the workshop. The formative evaluation will include one-on-one and small group meetings to determine if the training and products are acceptable to the projected users and fits known constraints of use and also if the training/products will lead to the learning that is targeted.

**Phase Eleven
Summative Evaluation**

June 27, 2007 – August 7, 2007

Steps in Flowchart: *Evaluation Completed - Information Compiled - Report Prepared - Report Submitted - Report Reviewed*

Team Members

- Instructional Designer 1
- Instructional Designer 2

- Instructional Designer 3
- Manager from the Professional Development System
- Workshop Instructor (PDS)
- Administrator from the Professional Development System
- Administrator from NHCS

This phase consists of planning and conducting the summative evaluation. The instructional designers will plan the design of the summative evaluation using one of many different models to establish the effectiveness of the instruction. The manager from PDS and the workshop instructor will carry out the evaluation after the workshop is completed. The results will be compiled and a final report will be written by the instructional designers. The instructor will then submit the report to New Hanover County schools for review.