

## **MIT 520: Managing Instructional Development**

### *Proposal for On-Line Competencies*

- Development Team
- WBS (Work Breakdown Schedule)

### **Context and Conditions**

*Proposal for On-Line Competencies* was the project completed for MIT 520: Managing Instructional Development. Dr. Arnold Murdock was the instructor for this course taken in the fall of 2006.

The Coastal Heart Center (CHC) is a division within New Hanover Regional Medical Center, which encompasses sixteen separate departments, including Pulmonary Rehabilitation. The Coastal Heart Center of NHRMC employs two full time educators and in addition, each of the sixteen departments has an employee designated as their “unit educator.” The unit educators are responsible for overseeing that all yearly competencies are given to and completed by staff members in their respective unit. These competencies, involving multiple testing, were print-based. Some competencies involved group classes and/or lectures that individuals were responsible for attending. Many of the requirements change from year to year; however, a number of them remain constant.

The Coastal Heart Center desired to simplify this process by placing the competencies which remained constant from year to year on-line, in order to improve the efficiency of the process and to make employees more responsible for completion. The pulmonary rehabilitation department was selected to participate in a trial of on-line competency completion.

The *Proposal for On-Line Competencies* was the project management plan developed for the course to describe each step required to implement the on-line competency completion in pulmonary rehabilitation. The project was an individual project and was completed within the semester.

### **Scope**

MIT 520 required the student to identify an instructional or performance improvement need, to determine how to implement the project management plan and how to control and monitor project activities. The plan included a needs assessment, determination of the deliverables, and the creation of a time line for implementation, budget, and possible constraints. The plan was also designed to identify potential risks, analyze the gap, determine project team members, and create a communication and evaluation plan.

A work breakdown schedule and resource planning was developed using Microsoft Project in order to provide a detailed illustration of the project activities and resources required

### **Role**

This was an individual project; therefore I served as project manager, completing each of the tasks as defined above. I used Microsoft Project to create the implementation time line and define the tasks and resources required for each phase of implementation.

### **Reflection**

MIT 520 introduced me to the professional field of project management. In reviewing the nine knowledge areas indicated in the Project Management Book of Knowledge, you get an appreciation for the full extent of planning required to effectively implement a project. If I were to complete this project again, I would spend more time on two areas. The first area would be the project scope, in order to define all the necessary work elements required within a project. The second area would be effective time management, to define and ensure the timely completion of the project. I feel I have just scratched the surface of this field and hope this introduction will serve to enrich future endeavors.