Effectively Managing Curriculum Projects

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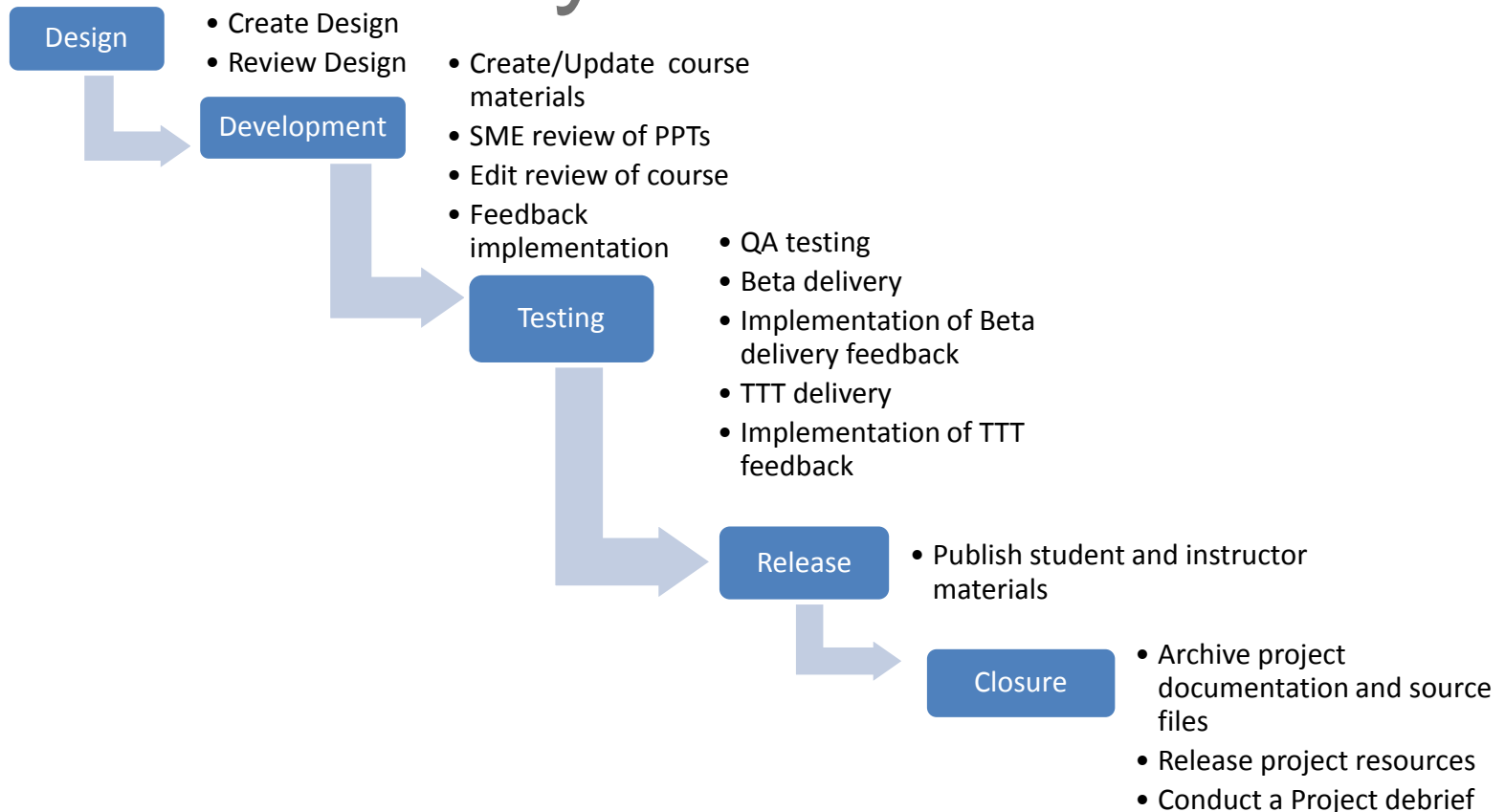*Email: Rashim@gmail.com*

Topics

- The Development Life Cycle Overview

- How to Plan for Curriculum Projects

- Phases and Milestones in Development Life Cycle

- Project Management Best Practices for Curriculum Development
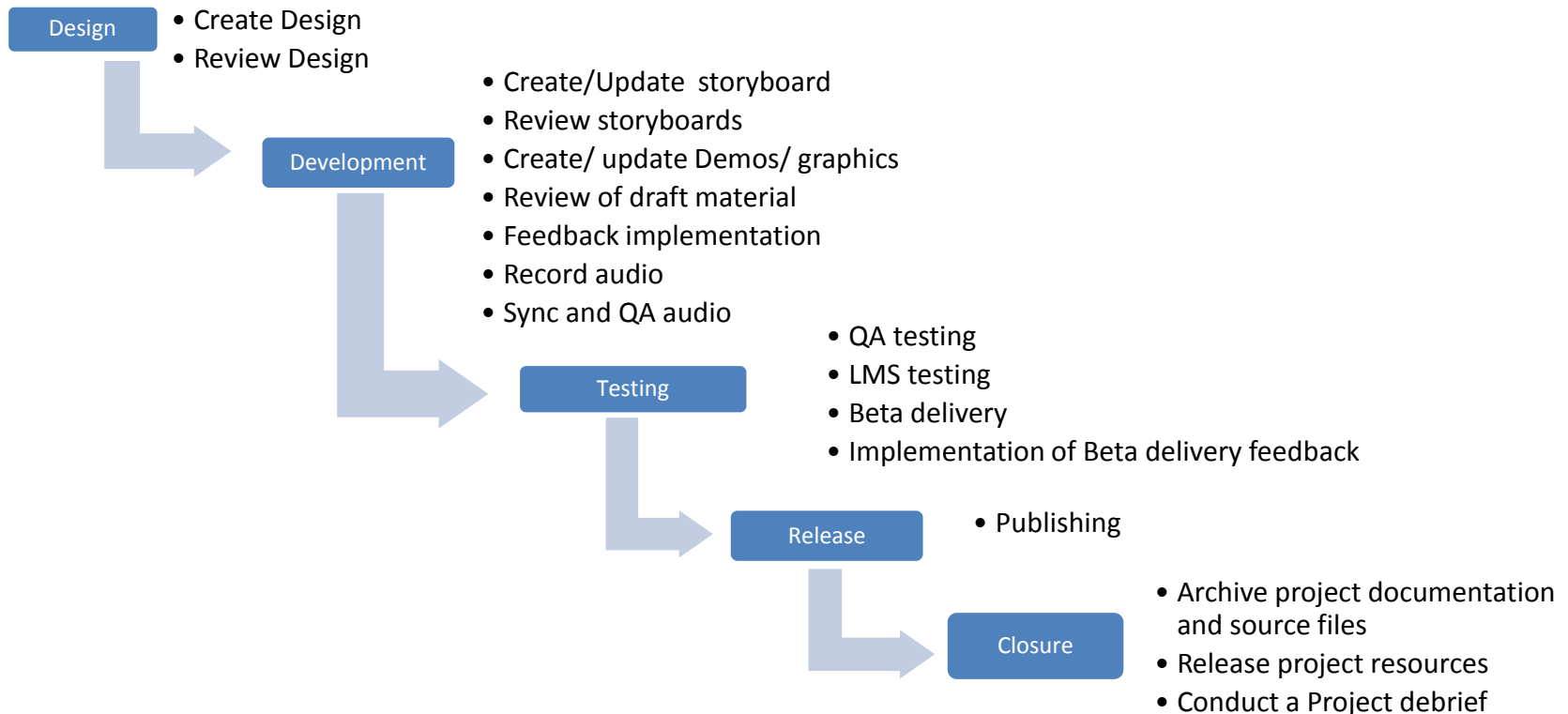
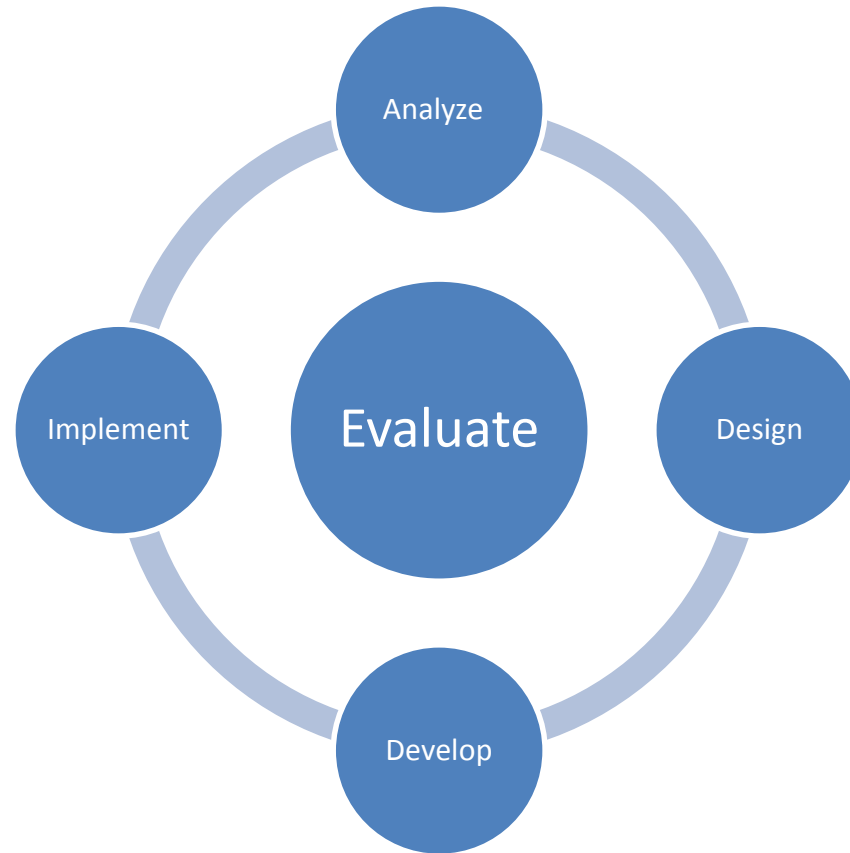# Stakeholder Ask

Need to create a 3 day ILT on Java Programming!

Traditional Development Life Cycle – ILT

Design
- Create Design
- Review Design

Development
- Create/Update course materials
- SME review of PPTs
- Edit review of course
- Feedback implementation

Testing
- QA testing
- Beta delivery
- Implementation of Beta delivery feedback
- TTT delivery
- Implementation of TTT feedback

Release
- Publish student and instructor materials

Closure
- Archive project documentation and source files
- Release project resources
- Conduct a Project debrief

Traditional Development Life Cycle - eLearning

Design
- Create Design
- Review Design

Development
- Create/Update storyboard
- Review storyboards
- Create/ update Demos/ graphics
- Review of draft material
- Feedback implementation
- Record audio
- Sync and QA audio

Testing
- QA testing
- LMS testing
- Beta delivery
- Implementation of Beta delivery feedback

Release
- Publishing

Closure
- Archive project documentation and source files
- Release project resources
- Conduct a Project debrief

WATCH&LEARN webcasts   atd

Agile Development Life Cycle

Planning for Your Project -1

- Identify the Course Goal and Business Need

- Know the Audience

- Know the pre-reqs

- Identify Success Criteria

- Know the Delivery Methods

- Decide on the Development tasks

Planning for Your Project - 2

- Identify the resources

- Identify the source material

- Identify the stakeholders

- Keep the review team small

- Create a test plan

- Know the development and delivery limitations

Grouping Tasks in Development Phases

When grouping tasks in phases, consider the following:

- Development Methodology

- Delivery Method

- Development Model

Task Name	Duration	Start	Finish
⊟ **Sample Project1**	127 days	Mon 12/1/14	Tue 5/26/15
⊞ Analysis	15 days	Mon 12/1/14	Fri 12/19/14
⊞ Design	16 days	Tue 12/23/14	Tue 1/13/15
⊞ Development	81 days	Mon 12/8/14	Mon 3/30/15
⊞ Testing and Implementation	37 days	Mon 3/30/15	Tue 5/19/15
⊞ Closure	5 days	Wed 5/20/15	Tue 5/26/15

Identifying Milestones

Consider milestones to be small steps that lead to the final goal

- How will you monitor the status?

- How will you report the status?

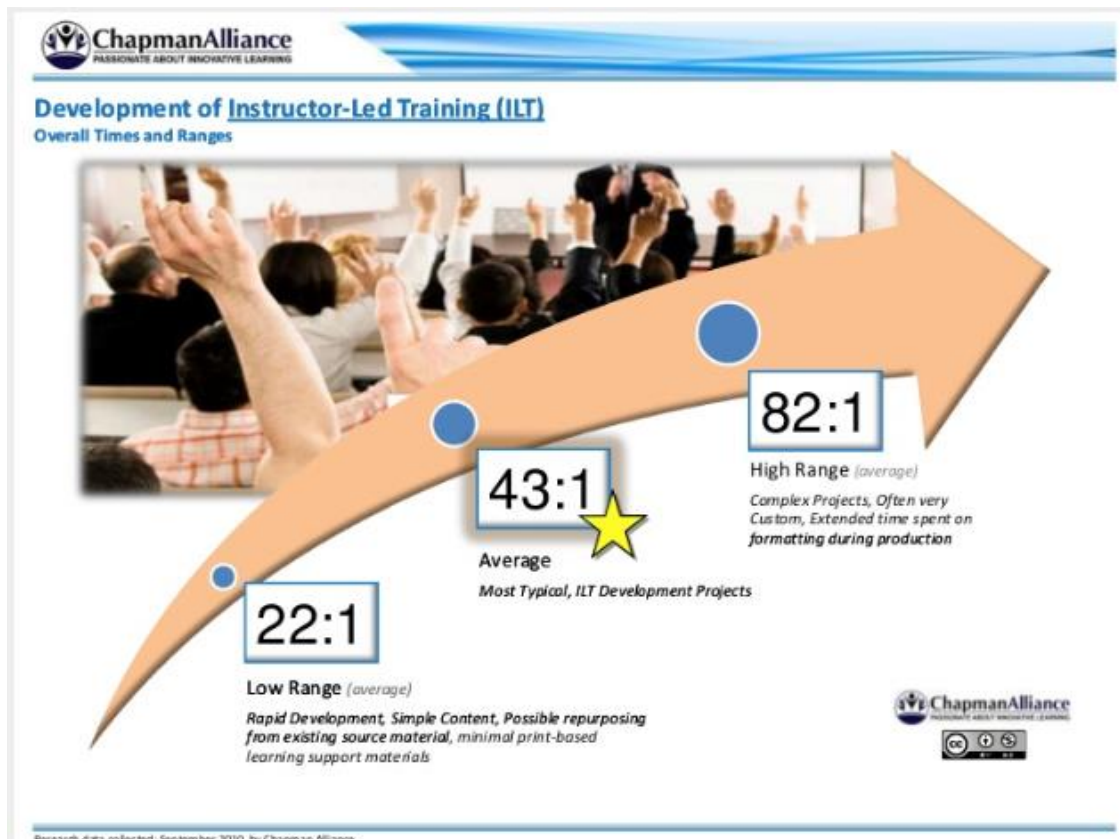- Which tasks require stakeholder approvals?

Best Practices - 1

Create a Project Requirements document

- **Business Summary**

- **Expected impact**
  - Students trained
  -
  - Education Revenue
  -
  - Strategic Alignment

- **Course Goal, Expected Outcomes, and Metrics**

- **Stakeholders**

Best Practices -2

- Know Productivity Norms

Source: http://www.chapmanalliance.com/howlong/

Best Practices -3

- Define and communicate roles and responsibilities

Project Team and Roles

Name and Role	Responsibility	Contact Details and Time zone
<name>\nCourse developer	Design and develop the course that meets course objectives. Is responsible for quality and timeline.	<Phone>\n<email>\nPacific Standard Time
<name>\nCurriculum Manager	Is accountable for the quality and timeline. Escalation point for any issues.	<Phone>\n<email>\nPacific Standard Time
<name>\nLead trainer	Responsible for providing input on the design and during the development of the course. Is responsible for timely review of the course and labs.	<Phone>\n<email>\nEastern Standard Time
<name>\nLead trainer		<Phone>\n<email>\nBrasília Summer Time

Best Practices - 4

- Identify Stakeholder Effort

Development timeline and approx. effort (1 of 2)

Task	Responsibility	Start date	End date	Approx effort
Identify project scope	Provide relevant use cases, source material and pointers for the content that needs to go into the course.	12/08/2014	12/12/2014	4 hours
Review Detailed Design doc	Participate in meetings with the course developer where SME will contribute technical content by outlining important topics and technical highlights.	12/23/2014	12/31/2014	2 hours
Get Detailed Design doc signed off	Participate in a 1-hour WebEx conference call to finalize and sign off on the Design	1/12/2015	1/13/2015	Participate in a 1-hour WebEx conference call

Best Practices -5

- Identify Signoff Authority

- Identify and communicate the escalation path

- Differentiate "must haves" from "nice to haves"

Best Practices- 6

- Use project management software to create project schedule

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- Create a Project Plan

Best Practices - 7

- Communicate project risks and mitigation plan

Project Risks

Risks	Mitigation plan
Not being able to meet the release date due to delay in getting feedback/signoff from the stakeholders	To specify the expected review turnaround time in the kickoff call and get an ok from the SMEs on their availability for review on the specified review dates.
Not being able to meet the release date due to the change in the design or scope of the course	To ensure that the SMEs understand that "Review Design Docs" phase is their only opportunity to provide any input around scope. Once the Design Doc is signed off, the subsequent reviews will only be to check the technical accuracy of the content and not to redefine the scope.
Not being able to meet the release date due to conflicting feedback from SMEs	To identify a primary SMEs who will help decide how to proceed if there is conflicting feedback.
Not being able to meet the release date due to last minute changes in products and services	To identify key contact point in the engineering team and check with them proactively abt any potential upcoming changes to the product/ services. Work with curriculum manager and the reviewers to identify how to handle any potential changes.

Best Practices - 8

- Conduct a Formal Project Kickoff

Project Kickoff Call-Agenda

- Course Details
- Project Team and Roles
- Development process overview
- Communication Plan
- Review Process
- SME Review Schedule/Timeline
- Risk Plan
- What's Next
- Action Items
- Questions

Best Practices - 9

- Templatize! Templatize! Templatize!

  - Project kickoff ppt template

  - Project schedule template

  - Project plan template

  - Development playbook

Best Practices - 10

- Plan for version control

- Plan for localization/ globalization

  - Provide writing for localization guidelines to course developers, graphic artists and SMEs

  - Take into account double byte characters

Best Practices - 11

- Conduct a project debrief call

- Archive your project documentation and source files

Questions?

Thank You!

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