

Work Product for 10686333 – Project Management

Contents

Project Management Document Contents	
Topic	See Page
Project Background	2
Goals, Roles, and Responsibilities	3
Project Schedule	4
E-mails Communications with SIG Sponsor	5

Project Background

Background

Originally, I constructed a presentation on Making Training Games and Activities more effective for the 2006 Austin ASTD Conference. About six-months later, I responded to a request for a presentation at the Austin ASTD's Instructional Design Special Interest Group (IDSIG). I offered a variation of the conference's presentation.

The IDSIG presentation was 90 minutes long and chosen for my work product.

Why Do We Need to Know Both?

Because of the relationship of the two presentations, I need to report on both.

The conference was the initial presentation and involved most of the analysis and the development of the handout. It also could be considered the pilot program for the IDSIG presentation.

The IDSIG is the actual work product.

So, when necessary, I present information based on the conference presentation, but have primarily focused on the IDSIG as the actual focus of the materials.

Goals, Roles, and Responsibilities

- Course Goals**
- To promote Interactive Learning Events (ILEs) as the concept for training games and activities.
 - To provide guidelines and examples such that Instructional Designers and Training Delivery personnel will use ILEs and make them more effective to retained learning.
 - To meet sponsor's need of an hour and half presentation relevant to Instructional Design for free.
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Roles and Responsibilities All roles of creating and presenting the presentation were mine, with the exception of location and room-set-up.

My responsibilities included, but were not limited to:

- Write the marketing description of the presentation.
- Communicate bio for introduction.
- Design the materials and presentation.
- Develop the handout and other training aids.
- Choose the primary activities in presentation and alternatives (if time allowed).
- Adjust presentation as time and audience warranted.
- Present the materials.
- Do in-class debrief of experience. <Level 1 evaluation>
- Confirm sponsor satisfaction on presentation.
- After 3 months, do Level 3 evaluation through e-mail survey.

Heather Smith (Sponsor) provided the following tasks:

- Arrange room location.
 - Distribute the marketing description and location information for the presentation.
 - Set up room.
 - Host refreshment and networking time prior to presentation.
 - Introduce presenter.
 - Clean up room.
 - Confirm satisfaction on presentation.
 - Monitor sign-up sheet.
 - Provide me with the attendance contact information for Level 3 evaluation.
 - Report on SIG activity to local ASTD chapter.
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Project Schedule

Schedule Below are the milestones for the IDSIG presentation along with person responsible for action.

Date	Milestone/Action	Responsible
4/19	Initiate presentation request	Sponsor
4/19	Submit proposal	Myself
4/23	Accept proposal	Sponsor
4/23	Establish location and on-site amenities	Sponsor
4/23	Communicate Marketing of presentation	Sponsor
4/25	Select presentation activities and timing for lesson plan	Myself
4/25	Review materials for any changes needed	Myself
4/25	Implement changes to documents, if needed	Myself
4/25	Ensure supplies for presentation (handout and ILE supplies)	Myself
4/25	Present materials	Myself
4/25	Conduct level-1 evaluation	Myself
4/25	Confirm sponsor approval	Myself + Sponsor
7/25-8/15	Conduct level-3 evaluation	Myself

***Since the handout and basic lesson plan was constructed for a conference presentation, I did not need to develop new materials, just evaluate already created and note some changes to lesson plan.

E-mail Communications with SIG Sponsor

SIG E-mail

From Heather Smith:

Our next ID/e-Learning SIG meeting is scheduled for April 25th, but nothing is yet planned. Please respond if you would like to host or present for this meeting, or if you have other ideas for an appropriate activity.

My Response

On 4/19/07, I responded with:

I have the presentation that I did at the conference last fall: Making Games and Activities More Effective. I would need to know about the numbers probably attending to make handouts. But I could do that for the presentation. In fact I might vary it up. This would be focused at ID and HPT but not really e-Learning.

And we would still need a meeting location.

Summary of Logistics Correspondence

- Heather agreed to the proposed presentation and expressed concern at the less than 1 week to put together.
 - I assured Heather that I could do it by the 25th as it was a variation off a presentation already prepared.
 - Heather agreed to host location at National Instruments and provided classroom amenities options.
 - I provided Heather a course description and bio.
 - Heather confirmed to expect about 10-12 based on RSVPs.
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E-mail Communications with SIG Sponsor, Continued

Final Notice for Presentation Heather sent the following to the ID SIG yahoo list:

Making Games and Activities More Effective
by <My name>

We know that the more the participants interact with the learning events, the more retention they have. And yet, lecture is still abundantly used in training. Brainstorming and Questioning, while effective, become routine. Games may be played, but they may not be processed by all the learners – losing their effectiveness.

This session will look at ways to add interaction to lecture. It will propose some alternate methods to jazz up brainstorming. And it will stress the importance of debriefing learning events to facilitate their impact.

Note: This will be similar, but different, to a very popular presentation at the 2006 Austin ASTD Conference. Come ready to interact and participate!

Location: National Instruments, Building B, Training Room 1. National Instruments is in north Austin at the corner of Mopac and Duval. Please park in the lot behind Building B, as you will need to enter the main rear door.

Date: April 25, 6 - 8 pm. Program will begin at 6:30 pm; networking and refreshments beforehand.

I doubt this will get posted to the ASTD site in time, so feel free to RSVP to me directly (heather.smith@ni.com). Thank you for presenting <my name>!

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E-mail Communications with SIG Sponsor, Continued

**Post
Presentation
Message**

Heather had mentioned receiving feedback on presentation and I requested it to put in the Work Product, this was her response.

On 8/15/07 Heather sent:

I cannot find any written feedback in my records, but I recall verbal comments from the attendees. I will summarize here:

<My name> presentation was highly engaging and enjoyable. She is an excellent presenter who is very effective at encouraging her audience's participation. The content was interesting, and even those attendees that did not think they would use Games/Activities in their training left the presentation trying to determine a way to incorporate at least one of the methods discussed.
