IT577: Project Planning Questionnaire

Project Goals & Course Elements

Designer Name: Angela Trunzo

Project Title: Academic Success Modules

Client Contact: Doug Renalds

1. Provide a Brief description of the project. Move one-hour, face-to-face workshop about academic probation online. Topics will include 1) Academic Policy & Probation, 2) Improving Your GPA, 3) UT Resources, 4) What's Next?
2. Describe the audience (e.g., undergraduate students, faculty, working professionals). Academic Success Workshops (ASW) are required for all students (freshmen and transfers) placed on probation at the end of their first terms at UT.
3. Provide the problem statement for the project: There is a need to move the workshop to online due to FERPA issues with identifying "failing" students in a public setting. Moreover, even with the success of face-to-face workshops, there is still a need to find additional strategies to retain a greater number of students who are placed on academic probation.
4. What is the overall goal of this project? For students to understand what academic probation means and how to get off of it.
5. What are the learning outcomes? After completion of the module, tutorial, etc. the learner will be able to: After completion of the Academic Success Modules, students will be able to • identify their academic standing and the grade point average needed to return to good standing, • identify and value the many available campus resource partners (Counseling Center, Writing Center, etc.), and • meet with an SSC academic coach to discuss success strategies for the semester.
6. Besides the main client contact, is there anyone else you will need to interview about the project goals and learning outcomes? If yes, list names, email, phone numbers: No.

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Content

7. Describe any content that currently exists?
PowerPoint with some voice narration

8. What are the content sources?	Subject matter expert(s)/contacts: name: Doug Renalds phone: 748-9392 email: drenalds@utk.edu
☐ <mark>Written/Online materials</mark>	
☐ Procedures	
☐ User Guides	name: phone:
☐ <mark>Classroom Materials</mark>	email: _____
☐ <mark>Instructor Notes</mark>	
☐ Need to interview SME(s)	Department's technology contact: name: phone: email:
☐ Working Application	

Graphics

9. Will custom graphics need to be created?	Thinking about creating a custom banner for course; been in contact w/Rosie Sasso about this
10. Are there existing graphic files?	Yes, Doug has created some PPT slides with graphics
11. Who will supply the existing graphic files?	name: Doug Renalds contact info: 748-9392
12. Will changes need to be made to existing graphic files?	Not sure yet

Audio

13. Is sound required?	Yes
14. Are there existing sound files?	Yes, PowerPoint
15. Who will supply the existing sound files?	name: Doug Renalds contact info: 748-9392

Animation

16. Will animation be required?	No
17. Are there existing animation files?	n/a
18. Who will supply the existing animation files?	name: contact info:

Video

19. Is digital video required?	Yes
20. Are there existing video files?	Yes, PowerPoint
21. Who will supply the existing video files?	name: Doug Renalds

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Who will script the new video files, if necessary	contact info: 748-9392
Copyright	
22. Does the client own copyright on these media elements?	Before using any client supplied images I will check copyright

Hardware/Software

23. What is the delivery platform?	☐ <mark>Windows</mark> version:	☐ UNIX/Linux version:	☐ <mark>Macintosh</mark> OS:
24. How will the project be developed? (in Online@UT (Blackboard), Camtasia, Articulate, etc. In Online@UT custom site, possibly using Adobe Captivate or Camtasia and PowerPoint/ Keynote			
25. How will users access the product? e.g., Web, Online@UT, YouTube, iTunes U, etc. Online@UT			

Interactivity/Functionality

26. Describe the types of interactivity you are considering. Captivate presentations and Blackboard quizzes and reflections

Assistive Technologies/Accessibility Requirements

27. Are there any special accessibility requirements?	Videos will need Closed Captioning

Distribution

28. Where will the files be hosted?	Blackboard

Project Timeline

29. Start Date?	list date: 6/10
30. End Date?	list date: 7/31
<mark>31</mark>. What are the project milestones? (list tasks/dates) *Get a start on this – it will further evolve over the next few weeks.*	

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6/14-15: Doug's additional content	
6/17: Finalize project plan and get agreement from Dr. Derco	
6/22: Meet with Doug & get agreement on project plan	
6/24: Finalize as much of storyboard as possible	
7/1: Storyboard approved by Doug	
7/2-29: Project development	
7/31: Project due	
8/5: Final revisions due	
32. How much time will the client require to review each component? (1-day turnaround/2-day turnaround?)	list time: 1-day turnaround
33. Will the client be satisfied with a single review of each component?	yes no, list # of reviews: Per email: "It depends on how far off the mark a first review might be."
34. Will a single decision maker review components (time for multiple decision makers to agree)?	yes, single decision maker list contact: Doug Renalds no, multiple decision makers TALK TO YOUR INSTRUCTOR

Approvals

35. Who will provide final approval of the project?	list name: Doug Renalds phone: 748-9392 email: drenalds@utk.edu