

## Course Summary

### EDU 557 Project Management for Instructional Design

Saint Leo University Online

3 credit hours

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**Office Hours:** Weekly via Blackboard Collaborate, TBA each term

#### Course Description:

This course focuses on the project management skills required of instructional designers working in K-12, higher education, military, and corporate training environments. Topics addressed include the tasks related to project initiation, planning, execution, and closeout with specific focus on communication and decision-making throughout the process. Students work individually and in small teams to complete assigned work.

#### Required Textbooks:

Ertmer, P. A., Quinn, J., & Glazewski, K. D. (2014). *The ID casebook: Case studies in instructional design* (4<sup>th</sup> ed.). Upper Saddle River, NJ: Pearson Prentice-Hall Publishers. 978-0-13-325825-7 (Used in multiple courses)

#### Additional Resources:

Project Management for Instructional Designers (PMID) – <http://pm4id.org>. This is an open source text made available with a CC: BY-NC-SA license. Coordinated by Dr. David Wiley of Brigham Young University.

Project Management Institute (PMI) <http://www.pmi.org>

Association for Talent Development (ATD, Formerly ASTD)  
<https://www.td.org/Professional-Resources>

#### Guidelines Used in Developing the Course Objectives:

##### Professional Foundations (IBSTPI Competencies)

- 1a Write and edit messages that are clear, concise, and grammatically correct.
- 1b Deliver presentations that effectively engage audiences and communicate clear messages.
- 1c Use active listening skills.
- 1f Use effective collaboration and consensus-building skills.
- 1g Use effective negotiation and conflict resolution skills.
- 1h Use effective questioning techniques.

- 1i Solicit, accept, and provide constructive feedback.
- 1j Disseminate status, summary, or action-oriented reports.
- 6e Estimate costs and benefits of possible solutions.
- 22a Establish project scope and goals.
- 22b Write proposals for instructional design projects.
- 22c Use a variety of planning and management tools for instructional design projects.
- 22d Allocate resources to support the project plan.
- 22f Identify and resolve project issues.

### **AECT Standards**

1,2,4

### **Teacher Leader Standards**

4b, 4c, 4f

### **Saint Leo Core Value:**

**Excellence** - Saint Leo is an educational enterprise. All of us, individually and collectively, work hard to ensure that our students develop the character, learn the skills, and assimilate the knowledge essential to become morally responsible leaders. The success of our University depends upon a conscientious commitment to our mission, vision, and goals.

### **Course Learning Objectives:**

Upon completion of the course, students will:

1. Demonstrate knowledge of the project management process and the life cycle of a project.
2. Demonstrate knowledge of skills and competencies required of a practicing project manager in the field of instructional design.
3. Demonstrate competence in promoting collaboration among design team members.
4. Demonstrate competence in prioritizing tasks associated with management of an instructional design project.
5. Demonstrate competence in developing a detailed project plan including, scope, team roles, work breakdown structure, Gantt chart, budget, ROI estimates, and communication plan.
6. Demonstrate competence in adapting project management principles to the development of multiple courses.
7. Demonstrate knowledge of selecting online project management systems.
8. Use the SLU core value of Excellence in applying project management principles to instructional design project scenarios.

### **Assignments:**

**Students are required to complete all assignments to pass the course.**

## **Individual:**

### **1. Reflection Journals: (80 points)**

Each week you are expected to spend some time reflecting on the topic being covered and the readings for the week. In your online reflection journal, keep an ongoing journal of your thoughts on what was covered during the week and how it relates to an application that you have experienced or learned about. Try to think practically, using your day-to-day experiences as your guide. These reflection journals are personal entries and are due by Thursday of each week.

### **2. Discussion Board postings (80 points) (IBSTPI 1a)**

Each module has one discussion question that you are expected to discuss with a deepened understanding of the topic. The discussions are intended to extend your learning beyond the readings, and to improve your ability to complete the assignments with efficiently and effectively. Your original post is due each week by Wednesday at 7 pm eastern time. Two responses to each question are due from individual students are due by 10 pm Saturday, Eastern Standard Time. Your discussions are a formal dialogue over a topic and you are expected to follow the formal conventions of English grammar, spelling, and syntax. Use of email and chat netiquette does not fit the formality that is expected in these conversations. Your responses must add information to the discussion, raise further and related questions to move the discussion forward, provide a different perspective based on course content, or show evidence of deep reflection. Responses such as "I agree" or "I think you are right about . . ." will not be considered an acceptable level of interaction.

### **3. Project Management System Reviews (125 points) (1b, 22c)**

Each student will select an online project management system to review and present, through asynchronous means to the class. This may be a system that is new or familiar to the student and will include pros, cons, and recommendations for project managers that may be considering adopting the system for use.

### **4. Project Manager Interviews (125 points) (1a, 1c, 1h, 1j)**

Each student will conduct an interview with an instructional designer who is performing in or has experience with the project management role of a design team. The interview report will be submitted as a paper.

### **5. Peer Reviews (50 points) (IBSTPI 1c, 1g, 1h, 1i)**

Several assignments require that you engage with your peers to provide group submissions. This end of course review provides constructive feedback on team members' work and contributions. Use checklist provided in the Assignment section.

**ID Team:** You will be working in small groups or teams on several assignments during the term. *Select your team members (up to 4) by the end of the first week.*

### **1. Case Studies (250 points) (IBSTPI 1f, 22)**

In preparation for the Project Proposals assignment, the studies are designed provide exposure to a variety of cases from a variety of settings to see the application of project management skills in instructional design projects. During several modules you will engage in case-based instruction to study and reflect on

the cases in depth. In this analytic learning process, you will work in the same group as your ID Team groups. It is imperative that these groups are formed during the first week, and the instructor be notified so you can be set up as groups on for your group interactions. Each case study assignment is due on Saturday by 10 pm.

**2. Project Proposal (250 points) (IBSTPI 1a, 1d, 1f, 6e, 22a, 22b, 22d)**

In your small groups, work as a team to select the Request for Proposal to which you will respond. Now work collaboratively to choose the appropriate model to develop a project proposal that would explain the approach and incorporate details of the plan you will use to manage the completion of the project. Proposal will include but is not limited to description of scope, team roles, work breakdown structure, Gantt chart, budget, ROI estimates, and communication plan. The purpose of this activity is to have students demonstrate the understanding of key concepts in project management process. In this assignment address how the SLU core value of Excellence would be practiced in managing your project.

**Course Schedule Online**

<b>Weeks/ Modules</b>	<b>Topics &amp; Readings</b>	<b>Assignments</b>
1	<p><b>Introduction to ID Project Management: Skills</b> (IBSTPI 22a)</p> <p><b>Reading:</b> PMID Ch. 1-Introduction, 2- Profiling, 3-Organization</p>	<p>Reflection Journal 1, due by Thursday 10 pm</p> <p>Discussion Post 1, initial post due by Wednesday 10 pm and responses due by Saturday 10 pm</p> <p>Form IT Teams</p>
2	<p><b>Initiation: RFPs, Scope, Resources, Team Roles</b> (IBSTPI 22b, 22c, 22f)</p> <p><b>Reading:</b> PMID Ch. 5-People, 7-Starting</p> <p><a href="http://www.techrepublic.com/article/how-to-respond-to-a-corporate-rfp/5031142">http://www.techrepublic.com/article/how-to-respond-to-a-corporate-rfp/5031142</a></p>	<p>Reflection Journal 2, due by Thursday 10 pm</p> <p>Discussion Post 2, initial post due by Wednesday 10 pm and responses due by Saturday 10 pm</p> <p>Case Study 1, due by Saturday 10 pm</p>
3	<p><b>Planning Part 1: Staffing, Budgets, ROI, Scheduling</b> (IBSTPI 22c, 22d)</p> <p><b>Reading:</b> PMID Ch. 6-Technology and Communication, 8-Time</p> <p><a href="http://www.mindtools.com/pages/article/newPPM_03.htm">http://www.mindtools.com/pages/article/newPPM_03.htm</a></p>	<p>Reflection Journal 3, due by Thursday 10 pm</p> <p>Discussion Post 3, initial post due by Wednesday 10 pm and responses due by Saturday 10 pm</p> <p>Case Study 2, due by Saturday 10 pm</p> <p>Project Manager Interview, due by</p>

		Saturday 10 pm
4	<p><b>Planning Part 2: Budgets, Management Systems</b> (IBSTPI 6e, 22d)</p> <p><b>Reading:</b> PMID Ch. 9-Costs</p> <p><a href="http://www.nwlink.com/~donclark/hrd/costs.html">http://www.nwlink.com/~donclark/hrd/costs.html</a></p>	<p>Reflection Journal 4, due by Thursday 10 pm</p> <p>Discussion Post 4, initial post due by Wednesday 10 pm and responses due by Saturday 10 pm</p> <p>Case Study 3, due by Saturday 10 pm</p> <p>Project Management System Review, due by Saturday 10 pm</p>
5	<p><b>Execution Part 1: Change Management, Client Expectations, Dealing with Problems</b> (IBSTPI 6e, 22f)</p> <p><b>Reading:</b> PMID Ch. 4-Expectations</p>	<p>Reflection Journal 5, due by Thursday 10 pm</p> <p>Discussion Post 5, initial post due by Wednesday 10 pm and responses due by Saturday 10 pm</p> <p>Case Study 4, due by Saturday 10 pm</p>
6	<p><b>Execution Part 2: Maintaining Focus on Quality, Risk Management, Scaling</b> (IBSTPI 22c, 22f)</p> <p><b>Reading:</b> PMID CH. 10-Quality, 11-Risks</p> <p><a href="http://www.westga.edu/~distance/ojdl/summer132/parscal_riemer132.html">http://www.westga.edu/~distance/ojdl/summer132/parscal_riemer132.html</a></p>	<p>Reflection Journal 6, due by Thursday 10 pm</p> <p>Discussion Post 6, initial post due by Wednesday 10 pm and responses due by Saturday 10 pm</p> <p>Case Study 5, due by Saturday 10 pm</p>
7	<p><b>Project Closeout: Turnover, Documentation/Reports</b> (IBSTPI 22d)</p> <p><b>Reading:</b> PMID Ch. 12-Closure</p>	<p>Reflection Journal 7, due by Thursday 10 pm</p> <p>Discussion Post 7, initial post due by Wednesday 10 pm and responses due by Saturday 10 pm</p>
8	<p><b>Wrap-Up: Final Project, Evaluations</b></p>	<p>Reflection Journal 8, due by Thursday 10 pm</p> <p>Discussion Post 8, initial post due by Wednesday 10 pm and responses due by Saturday 10 pm</p> <p>Project Proposal, due by Saturday 10 pm</p> <p>Peer Review, due by Saturday 10 pm</p>