Project Activities and Sequencing Scenario

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E-learning is a technological invention where learning is conducted through electronic technologies particularly internet. It facilitates access of training curriculum outside a classroom set up. It is also known as electronic learning, distance learning etc. Studies mode of delivery is totally online. The media provide an interactive session between teachers and students.

1. **Project Scope**

They form the major consumers of the e-learning platform. It is usually exploited by universities or colleges and involves undergraduate or graduate students. It is a requirement that the students learn to be independent. Learning processes should require both the students and instructors efforts. Students must always be prepared to learn, this calls for just as much if not more effort from them. Such arrangements make learning a success.

1. **Project Objectives**
* Technology operation and concepts - some computer applications are tedious for me to use with ease.
* Critical thinking and problem solving - some problems require experts who have experience to address them. As a student, I am planning to engage with experts so to learn from them.
* Rules and protocols for college students with an average age of 22 years engaging in online class discussion (Wang & Chen, 2010).
* Response time must be equally shared to avoid dominance from others. Average response times should be five minutes. Questions and answers should be kept brief.
* The length of responses should be limited to two. This enables quality answers for the few questions raised.
* Students should refrain from using vulgar/offensive language. Official formal language is encouraged.
* Every student should participate. This is to ensure that all benefit from the learning.
* Diversity in retrospect should be observed, students are drawn from all parts of the world and no one should demean the other.
1. **Stakeholders and Risks**
2. **Students**
* Roles of students include personal motivation, discipline, self-direction, orientation and self-awareness. Students must be aware of what is expected of them as learners and what to expect from those who train them. Rigorous testing of their abilities, work ethic, behavior, as well as attitude is vital. This enables deeper understanding of student’s strengths and weaknesses.
* Students must attend orientation. Orientation enables students to enter an E-learning Software Solutions setting with some level of preparedness. The instructors help is of fundamental importance.
* Students must maintain a high discipline level such that they take their studies seriously with limited supervision. E-learning has the least physical interaction if any and therefore lacks conventional classroom structure.

**Challenges**

* Most struggle to adapt to the system, especially those who have been to conventional classroom.
* Internet connection and gadgets- a number of students do not access a reliable internet connection and it becomes a struggle to catch up with the rest of their colleagues.
* Computer illiteracy - many students cannot interact with a computer or easily use basic programs.
* Time management- It is easier and much more flexible for a regular student to plan oneself as compared to those on e-learning. This kind of learning is time consuming and is labor intensive.
* Self-motivation - E-learning has more challenges than the traditional classroom and if not well managed, most students may end up dropping out.

**Leadership roles**

Students should self-pace and ensure that they interact fully with the instructors and the media. This helps them improve the quality of learning.

1. **Instructors**

**Roles**

Managing the learning - the instructor is in charge of everything that happens in the learning environment. They should ensure that the always improve the quality of learning.

**Challenges**

* Making a conventional classroom instructor adapt to online teaching - it takes time and lots of energy for one to fully switch and appreciate e-learning. The duration of coping to the change may affect the quality of teaching.
* It can be hectic and quite difficult for the instructor to learn each students’ capabilities and adjust syllabi’s accordingly.

**Leadership**

They are one who guide students, administer tests and assessments, and grade them.

1. **Administrators**
* They are motivators who ensure online programs are of standard quality.
* They plan and manage all happen in e-learning. They are centrally located and take active roles in planning, implementation as well as maintaining quality online programs.

**Challenges**

It is cumbersome to maintain uniform online programs because of varying needs from one student to another as well as geographical location.

**Leadership**

This is a fundamental group that ensures success of e-learning. They are the content developers.

1. **Technical support staff**
* Set curriculum – They are in charge of curriculum.
* They are in charge of setting time required in for each unit and course.

**Challenges**

* Developing and maintaining an E-learning course requires a lot of time.
* Technical training is mandatory for them to build capacity for smooth online course delivery.

**Leadership**

They form the base for online learning (Cantrell, O'Leary & Ward, 2008). They execute everything that helps improve the learning experience and quality.

**Factors that affect interaction among students and between students and instructors**

* Internet accessibility - whenever there is strong internet access students can easily interact sufficiently.
* Course and responsibility - students doing the same course tend to interact more among themselves.
* Learning styles - some people like a particular style than others and this may affect interaction with instructors.
1. **Tools and Techniques**

 Various tools and techniques will be employed throughout the entirety of the project life cycle. Expert judgement, that is to say building upon past projects that were successful, will be employed on multiple areas of the project. Staffing and employee resources will be vetted and chosen based on their technical skill and proven ability to create the intranet site. Expert judgement will also play a role in creating the budget and schedule. Meetings will be held in the beginning to agree upon the project scope, budget and timeline. Meetings will then only be held upon the completion of a milestone or discussion of a change order. Other analytical tools and techniques may be utilized for sections such as controlling the schedule, managing the budget, or controlling the quality and scope (Project Management Institute, 2013).

1. **Work Breakdown Structure**

 – As illustrated in MS Project and Gantt chart which include;

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Task Mode | Task Name | Duration | Start | Finish | Predecessors |
| **Auto Scheduled** | **E-TRAINING 7Training Rollout Initiative and Plan** | **157.5 days** | **Tue 24/05/16** | **Thu 29/12/16** |  |
| **Auto Scheduled** |  **TRIP - Stage 1 - Project Planning** | **19 days** | **Tue 24/05/16** | **Fri 17/06/16** |  |
| Auto Scheduled |  Define project objectives and describe mission statement | 2 days | Tue 24/05/16 | Wed 25/05/16 |  |
| Auto Scheduled |  Ensure total participation by training team support staff | 1 day | Tue 24/05/16 | Tue 24/05/16 |  |
| **Auto Scheduled** |  **Identify Departments or End-User Community to be Trained** | **7 days** | **Wed 25/05/16** | **Thu 02/06/16** |  |
| Auto Scheduled |  Create list of target departments | 1 day | Thu 26/05/16 | Thu 26/05/16 | 2 |
| Auto Scheduled |  Perform departmental training needs analysis | 7 days | Wed 25/05/16 | Thu 02/06/16 | 3 |
| Auto Scheduled |  Compile results and present findings to training coordinator | 2 days | Mon 30/05/16 | Tue 31/05/16 | 6FS-4 days |
| Auto Scheduled |  Prioritize training delivery according to critical need | 2 days | Wed 01/06/16 | Thu 02/06/16 | 7 |
| Auto Scheduled |  Inform department heads of the training initiative | 2 days | Fri 27/05/16 | Mon 30/05/16 | 5 |
| Auto Scheduled |  Determine if training can be done in-house or outsourced | 1.5 days | Fri 27/05/16 | Mon 30/05/16 | 5 |
| **Auto Scheduled** |  **Seek Input from Training Vendor** | **11 days** | **Mon 30/05/16** | **Tue 14/06/16** |  |
| Auto Scheduled |  Define vendor deliverables - can they meet our needs? | 1 day | Mon 30/05/16 | Tue 31/05/16 | 10 |
| Auto Scheduled |  Obtain vendor commitment to training rollout schedule | 3 days | Tue 31/05/16 | Fri 03/06/16 | 12 |
| Auto Scheduled |  Review and customize training material | 7 days | Fri 03/06/16 | Tue 14/06/16 | 12,13 |
| Auto Scheduled |  Obtain approval for purchase orders to cover vendor invoices | 2 days | Fri 03/06/16 | Tue 07/06/16 | 13 |
| **Auto Scheduled** |  **Perform End-User Skill Assessment** | **11 days** | **Fri 03/06/16** | **Fri 17/06/16** |  |
| Auto Scheduled |  Create a list of training recipients by department | 2 days | Fri 03/06/16 | Mon 06/06/16 | 8 |
| Auto Scheduled |  Send skill assessment forms to department heads | 2 days | Tue 07/06/16 | Wed 08/06/16 | 17 |
| Auto Scheduled |  Collect and compile results by department | 5 days | Thu 09/06/16 | Wed 15/06/16 | 18 |
| Auto Scheduled |  Initiate end-user placement matrix  | 3 days | Tue 14/06/16 | Thu 16/06/16 | 19FS-2 days |
| Auto Scheduled |  Finalize project budget | 2 days | Thu 16/06/16 | Fri 17/06/16 | 19 |
| Auto Scheduled |  Stage 1 - TRIP - End project initiation | 0 days | Fri 17/06/16 | Fri 17/06/16 | 21 |
| **Auto Scheduled** |  **TRIP - Stage 2 - Project Commencement** | **14 days** | **Fri 17/06/16** | **Wed 06/07/16** |  |
| **Auto Scheduled** |  **Prepare Rollout Schedule and Create Awareness** | **12 days** | **Fri 17/06/16** | **Mon 04/07/16** |  |
| Auto Scheduled |  Determine course dates, start and end times, and locations | 3 days | Fri 17/06/16 | Tue 21/06/16 | 20 |
| Auto Scheduled |  Post course outlines and schedule on corporate intranet | 1 day | Wed 22/06/16 | Thu 23/06/16 | 25FS+0.5 days |
| Auto Scheduled |  Establish support through help desk for post-training questions | 1 day | Wed 22/06/16 | Wed 22/06/16 | 25 |
| Auto Scheduled |  Reserve training rooms | 1 day | Wed 22/06/16 | Wed 22/06/16 | 25 |
| Auto Scheduled |  Coordinate with information technology team for optimal workstation and equipment performance | 1 day | Thu 23/06/16 | Fri 24/06/16 | 26 |
| Auto Scheduled |  Order training manuals and necessary material | 7 days | Wed 22/06/16 | Thu 30/06/16 | 25 |
| **Auto Scheduled** |  **Marketing Strategy** | **9 days** | **Wed 22/06/16** | **Mon 04/07/16** |  |
| Auto Scheduled |  Order promotional material | 7 days | Wed 22/06/16 | Thu 30/06/16 | 25 |
| Auto Scheduled |  Create posters and place them in high-traffic areas | 4 days | Wed 29/06/16 | Mon 04/07/16 | 32FS-2 days |
| Auto Scheduled |  E-mail invitation to participants | 1 day | Wed 29/06/16 | Wed 29/06/16 | 33SS |
| Auto Scheduled |  Arrange for catering of meals and refreshments | 1 day | Thu 30/06/16 | Thu 30/06/16 | 34 |
| **Auto Scheduled** |  **Training Sessions Registration** | **5 days** | **Wed 29/06/16** | **Tue 05/07/16** |  |
| Auto Scheduled |  Enroll users who registered via corporate intranet | 2 days | Wed 29/06/16 | Thu 30/06/16 | 33SS |
| Auto Scheduled |  Send out confirmations to these registration | 1 day | Fri 01/07/16 | Fri 01/07/16 | 37 |
| Auto Scheduled |  Send out pre-work requirements  | 2 days | Wed 29/06/16 | Thu 30/06/16 | 37SS |
| Auto Scheduled |  Monitor cancellations and late requests for training | 1 day | Tue 05/07/16 | Tue 05/07/16 | 37FS+2 days |
| **Auto Scheduled** |  **Schedule Instructors** | **3 days** | **Thu 23/06/16** | **Tue 28/06/16** |  |
| Auto Scheduled |  In-house instructors | 1 day | Thu 23/06/16 | Fri 24/06/16 | 26 |
| Auto Scheduled |  Outsourced instructors | 3 days | Thu 23/06/16 | Tue 28/06/16 | 26 |
| **Auto Scheduled** |  **Courseware Evaluations** | **3 days** | **Mon 27/06/16** | **Thu 30/06/16** |  |
| Auto Scheduled |  Reuse or build an end-user course evaluation form (online or paper) | 2 days | Mon 27/06/16 | Wed 29/06/16 | 26FS+2 days |
| Auto Scheduled |  Reuse or build an special feedback form for instructors | 2 days | Tue 28/06/16 | Thu 30/06/16 | 26FS+3 days |
| Auto Scheduled |  Stage 2 - TRIP - End project commencement | 0 days | Wed 06/07/16 | Wed 06/07/16 | 36FS+1 day |
| **Auto Scheduled** |  **TRIP - Stage 3 - Project Implementation and Control** | **13.5 days** | **Mon 11/07/16** | **Thu 28/07/16** |  |
| Auto Scheduled |  Conduct training and track attendance | 10 days | Mon 11/07/16 | Fri 22/07/16 | 47FS+2 days |
| **Auto Scheduled** |  **Daily Conference Call (Hold Daily Call to Address Issues)** | **9.25 days** | **Mon 11/07/16** | **Fri 22/07/16** |  |
| Auto Scheduled |  Call 1 | 1 hr | Mon 11/07/16 | Mon 11/07/16 | 49SS |
| Auto Scheduled |  Call 2 | 1 hr | Tue 12/07/16 | Tue 12/07/16 | 51FS+1 day |
| Auto Scheduled |  Call 3 | 1 hr | Wed 13/07/16 | Wed 13/07/16 | 52FS+1 day |
| Auto Scheduled |  Call 4 | 1 hr | Thu 14/07/16 | Thu 14/07/16 | 53FS+1 day |
| Auto Scheduled |  Call 5 | 1 hr | Fri 15/07/16 | Fri 15/07/16 | 54FS+1 day |
| Auto Scheduled |  Call 6 | 1 hr | Mon 18/07/16 | Mon 18/07/16 | 55FS+1 day |
| Auto Scheduled |  Call 7 | 1 hr | Tue 19/07/16 | Tue 19/07/16 | 56FS+1 day |
| Auto Scheduled |  Call 8 | 1 hr | Wed 20/07/16 | Wed 20/07/16 | 57FS+1 day |
| Auto Scheduled |  Call 9 | 1 hr | Thu 21/07/16 | Thu 21/07/16 | 58 |
| Auto Scheduled |  Call 10 | 1 hr | Fri 22/07/16 | Fri 22/07/16 | 59FS+1 day |
| Auto Scheduled |  Collect feedback and compile results | 2.5 days | Thu 21/07/16 | Mon 25/07/16 | 49FS-2 days |
| Auto Scheduled |  Determine need for makeup training | 1.5 days | Mon 25/07/16 | Tue 26/07/16 | 49 |
| Auto Scheduled |  Update department heads with training results | 2 days | Mon 25/07/16 | Wed 27/07/16 | 61 |
| Auto Scheduled |  Issue certificates of completion to participants | 1 day | Wed 27/07/16 | Thu 28/07/16 | 63 |
| Auto Scheduled |  Stage 3 - TRIP - End project implementation and control | 0 days | Thu 28/07/16 | Thu 28/07/16 | 64 |
| **Auto Scheduled** |  **TRIP - Stage 4 - Project Close Out and Conclusion** | **108 days** | **Mon 01/08/16** | **Thu 29/12/16** |  |
| **Auto Scheduled** |  **Performance measurement through post-training review of deliverables** | **8 days** | **Mon 01/08/16** | **Thu 11/08/16** |  |
| Auto Scheduled |  Discuss evaluations, results, and process improvements with training team support staff | 1 day | Mon 01/08/16 | Tue 02/08/16 | 65FS+2 days |
| Auto Scheduled |  Create a list of best practices and FAQ for future training endeavours | 3 days | Tue 02/08/16 | Fri 05/08/16 | 68 |
| Auto Scheduled |  Discuss results with vendor for any improvements | 2 days | Fri 05/08/16 | Tue 09/08/16 | 68,69 |
| Auto Scheduled |  Identify issues that were problems and improve them | 2 days | Tue 09/08/16 | Thu 11/08/16 | 68,69,70 |
| **Auto Scheduled** |  **Conduct Return On Investment (ROI) Research** | **10 days** | **Thu 15/12/16** | **Thu 29/12/16** |  |
| Auto Scheduled |  Send ROI forms to participants and department heads | 2 days | Thu 15/12/16 | Mon 19/12/16 | 67FS+90 days |
| Auto Scheduled |  Measure ROI according to established parameters | 5 days | Fri 16/12/16 | Fri 23/12/16 | 73FS-1 day |
| Auto Scheduled |  Compile results and present findings to department heads and HR and training managers | 4 days | Fri 23/12/16 | Thu 29/12/16 | 74 |
| Auto Scheduled |  Stage 4 - TRIP - End project close out and conclusion | 0 days | Thu 29/12/16 | Thu 29/12/16 | 75 |
| Auto Scheduled |  Party!! For training team support staff (and vendor staff) | 1 day | Thu 28/07/16 | Fri 29/07/16 | 65 |

**References**

Cantrell, S., O'Leary, P., & Ward, K. (2008). Strategies for Success in Online Learning. *Nursing Clinics Of North America*, *43*(4), 547-555. http://dx.doi.org/10.1016/j.cnur.2008.06.003

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