

# Instructional Product Development

## Project Proposal

Erin Cunia  
IDE 716  
Jerry Klein, Professor  
February 1, 2005

<p><b>Erin Cunia, info</b>  <b>Project Proposal</b></p>	<p><b>Project Name:</b>                  TRAC QuickStart Guide</p>	<p><b>Project Manager/Team:</b>                  Erin Cunia</p>
<p><b>CONCEPT:</b></p> <p>Hired as a graduate research assistant to design and develop a new quickstart guide for the TRAC and TRACFED websites and any other necessary training materials. (Current quickstart guide: <a href="http://trac.syr.edu/guides/quickstart.pdf">http://trac.syr.edu/guides/quickstart.pdf</a>.)</p>		
<p><b>OBJECTIVES:</b></p> <ol style="list-style-type: none"> <li>1. To analyze the current training materials available; survey clients/stake holders for goals and objectives; complete gap analysis.</li> <li>2. To design new training modules to supplement the current materials available.</li> <li>3. To develop the new training materials.</li> <li>4. To implement the new training materials; introduce new users to the new Getting Started modules; introduce existing users to the additional resources.</li> <li>5. To evaluate the effectiveness and usefulness of the new training materials and revise as necessary.</li> </ol>		
<p>Prepared by: Erin Cunia</p>	<p>Date: 01-Feb-05</p>	<p>Approved by: Professor Jerry Klein</p> <p>Date:</p>

<b>Erin Cunia</b> <b>Project Definition</b>		<b>Project Name:</b> TRAC QuickStart Guide	<b>Project Manager/Team:</b> Erin Cunia
ACTIVITY		SCHEDULE	
Name	Description	Start	End
<b>Analyze</b>	<input type="checkbox"/> Current Training Materials	16-Aug-04	15-Oct-04
	<input type="checkbox"/> Survey Clients	16-Aug-04	15-Oct-04
	<input type="checkbox"/> Complete Gap Analysis	16-Aug-04	15-Oct-04
<b>Design</b>	<input type="checkbox"/> Determine media to be used	16-Sep-04	15-Nov-04
	<input type="checkbox"/> Design initial <i>TRAC</i> templates & prototypes	16-Oct-04	15-Dec-04
	<input type="checkbox"/> Design initial <i>TRACFED</i> templates & prototypes*	16-Feb-05	15-Mar-05
	<input type="checkbox"/> Design initial <i>TRAC Search</i> templates & prototypes	16-Jun-05	30-Jun-05
<b>Develop</b>	<input type="checkbox"/> Develop <i>TRAC</i> web guide	16-Dec-04	15-Feb-05
	<input type="checkbox"/> Develop <i>TRAC</i> instructional movies	16-Dec-04	15-Feb-05
	<input type="checkbox"/> Develop <i>TRACFED</i> web guide *	16-Mar-05	15-Jun-05
	<input type="checkbox"/> Develop <i>TRACFED</i> instructional movies*	16-Jan-05	15-Jun-05
	<input type="checkbox"/> Develop <i>TRAC Search</i> web guide	01-Jul-05	30-Jul-05
	<input type="checkbox"/> Develop <i>TRAC Search</i> instructional movies	01-Jul-05	30-Jul-05
<b>Implement</b>	<input type="checkbox"/> Move developed <i>TRAC</i> materials to the test website*	16-Feb-05	15-Mar-05
	<input type="checkbox"/> Move developed <i>TRAC</i> materials to the production website*	16-Mar-05	15-Apr-05
	<input type="checkbox"/> Move developed <i>TRACFED</i> materials to the test website	16-Jun-05	15-Jul-05
	<input type="checkbox"/> Move developed <i>TRACFED</i> materials to the production website	16-Jun-05	15-Jul-05
	<input type="checkbox"/> Move developed <i>TRAC Search</i> materials to the test website	31-Jul-05	15-Aug-05
	<input type="checkbox"/> Move developed <i>TRAC Search</i> materials to the production website	31-Jul-05	15-Aug-05
	<input type="checkbox"/> On-going feedback from clients*	16-Oct-04	15-Aug-05
<b>Evaluate</b>	<input type="checkbox"/> Survey clients	16-May-05	15-Jun-05
	<input type="checkbox"/> Survey new and existing users	16-Jun-05	15-Aug-05

<b>IDE 716 deliverables</b>	<input type="checkbox"/> Project Proposal <input type="checkbox"/> Status Report 1 <input type="checkbox"/> Status Report 2 <input type="checkbox"/> Evaluation Plan <input type="checkbox"/> Final Report	18-Jan-05 02-Feb-05 16-Feb-05 16-Mar-05 13-Apr-05	01-Feb-05 15-Feb-05 15-Mar-05 12-Apr-05 03-May-05
<p><b>*Highlighted items occur during the course time constraints.</b></p>			
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