

Instructional Product Development

Project Status Report 1

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IDE 716
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February 15, 2005

Erin Cunia Project Status 1	Project Name: TRAC QuickStart Guide	Project Manager/Team: Erin Cunia	
<p>Analysis</p> <p>Current training materials have been reviewed. Created an electronic inventory of the physical location of the materials available. Some materials are currently available online through an active link on the existing website. Other materials are available on the server(s) but are not linked to currently.</p> <p>Reviewed with clients the goals and objectives of training materials for the <i>TRAC</i> and <i>TRACFED</i> sites.</p> <p>Design</p> <p>Determined that all materials will be available online. Web pages created in <i>html</i> will be used offering a series of different menus depending on the content desired. Also, <i>Viewlet Builder</i> will be used to create instructional movies demonstrating navigation and content available on the <i>TRAC</i> and <i>TRACFED</i> sites.</p> <p>Development</p> <p>Developed a variety of menu selections and web pages. Client feedback has been on-going throughout the iterative process. The TRAC Help site completed thus far consists of twenty separate web pages and forty-nine instructional movies. Additional instructional movies will be created for an upcoming client grant proposal deadline, end-of-month, February.</p> <p>Implementation</p> <p>The <i>TRAC</i> Getting Started guide has been developed and uploaded to the test server.</p> <p>Evaluation</p> <p>The clients and other stakeholders are reviewing the materials for changes.</p> <p>Next Steps</p> <p>Currently working on the additional movies needed for the end-of-month deadline. Will begin working on the <i>TRACFED</i> and new <i>TRAC Search</i> help sections following the deadline for the grant.</p>			
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