PROJECT POWER UP:

Supercharge Design with Project Management Techniques and Technologies

INSERT COIN

TEAM
PROJECT MANAGEMENT

PROJECT

Project Team
Choose your Players

Anthony Salinas

Robert Rivera

George Handley

Objectives

- **Explain** the steps of an instructional design and development project

- **Outline** a current design and development process using project management strategies and software.

- **Recognize** the challenges and advantages of developing a Microsoft Project

Question #1

If a program coordinator or administrator asked you to help them revise an online graduate program, what key questions would you ask, and how would approach the design of the revision process project?

Phase 1 —————————————— 2 weeks ——

Initial Meeting w/ Dept.

- Dept. Chair/Coordinator
- ID III/II & Director AID
- * Explain Process
  - Policy
  - Plan
- + Get list from them of all OL Courses w/ fac. assigned
- + Give them list of Fac completed QM
- + Let them know they will recieve General Findings

PART A

1-2 week —

Initial meeting w/ Dept. Faculty

- Dept. Chair/coordinator
- Faculty Online/Traditional
- ID III/IV/I AID
- * **Policy Summary**
  - ↳ Explain COLTT Role
- **Explain QR Process**
  - ↳ Excel (The 8.3 Checklist)
    ↳ Additional Resources
  - ↳ Process
    — What is an online Faculty?
  - ↳ Q & A
  - ↳ **Sample QM Courses**
    COLTT Templates
  - ↳ Agree upon Plan
    - date & time for live sessions
      trends
    - & BB training
  - * Back Room (Dept Leadership)
    ↳ Reviews will not be shown w/ Dept Leadership

PART B

CoLTT Team

ID creates QM Review Sheets
- divides reviews among IDOs
- as a group discuss General Trends

Make sure faculty rev. by same ID

week 2 — Email

I. Coordinator Findings
   General Trend ↗

II. Meet w/ chair coordinator findings
  + Discuss top 3 trends
    [+ ID II / ID I
      or
      + ID III / ID I
      or
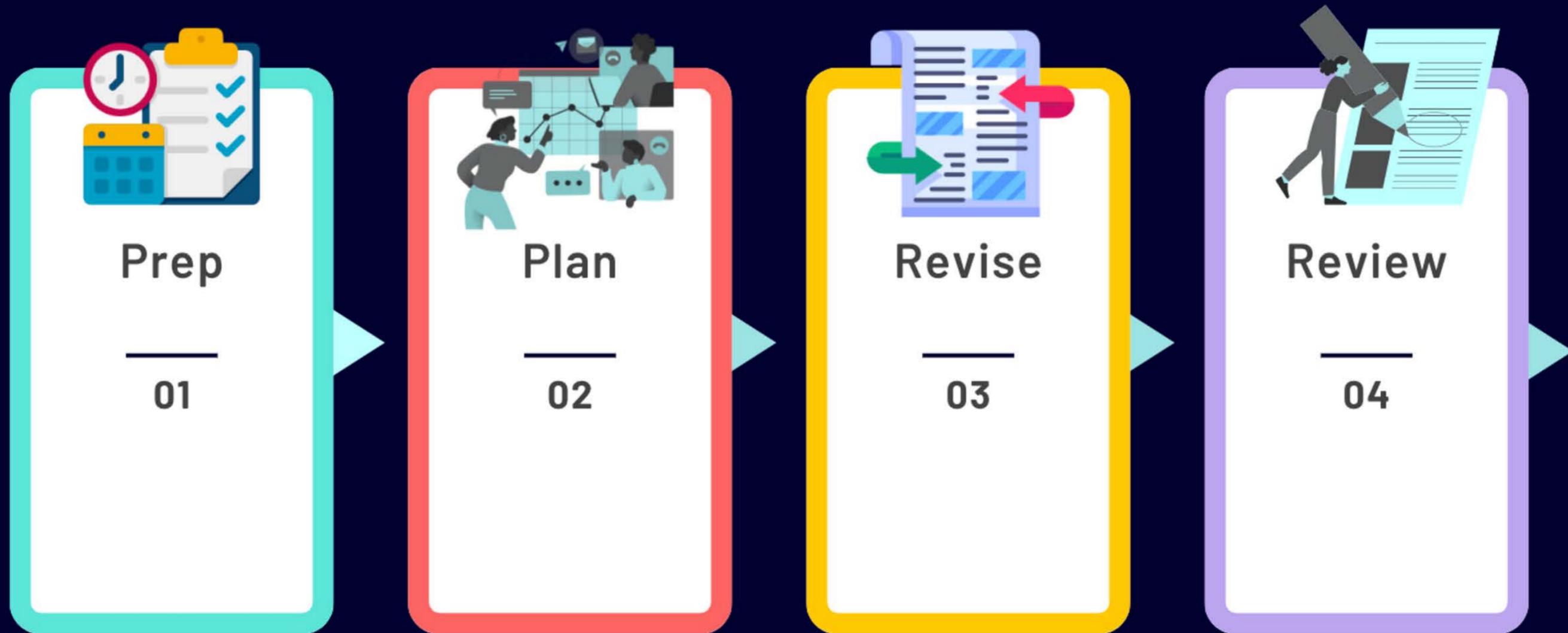   + Director / ID I]

PART C

III. Each Faculty

- emailed review
Dept. Assigned ID
  ↳ Assigned ID takes gocs from Faculty
    ↳ [Ask review questions]

method of communication
Organizations?

Live

[modify add
  * Assi on
  * Ask Dep]

Time: R
L
1 hr

PART

PROGRAM REVISION PROCESS

Prep
01

Plan
02

Revise
03

Review
04

Timeline

OCT 2021
Preliminary Talks

MAY 2022
Cohort 1 Begins

MAR 2023
Cohort 2 Begins

JUN 2023
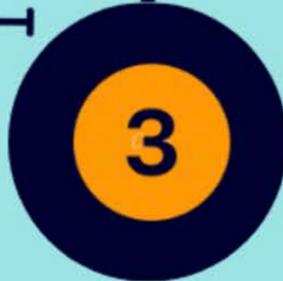Cohort 3 Begins

5 Weeks

20 Weeks

40 Weeks

12 Weeks

12 Weeks

MAR 2022
Program SLOs
Completed

MAR 2023
Cohort 1 Ends

JUNE 2023
Cohort 2 Ends

AUG 2023
Cohort 3 Ends*

Question #2

As the project progresses, what potential challenges or risks should be anticipated?

Consider your experiences from other projects you have led or participated in.

Common Project Challenges

Level 1-1

Communication

Boo

Meeting Deadlines

Lakitu

Reporting
Goombas
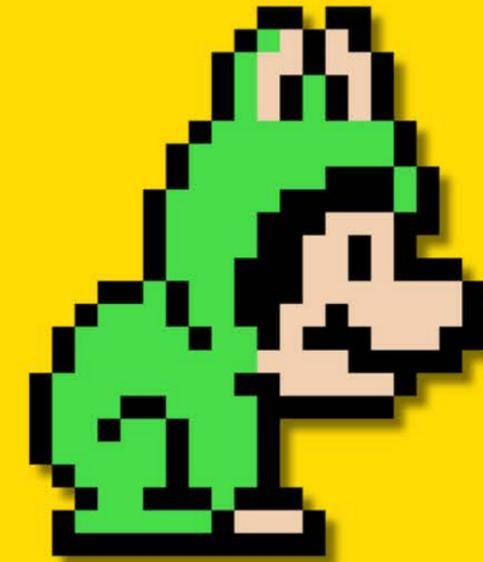
Readiness

Koopa Troopa

Power UPs
What we already use

Excel
Allowed for the flexibility and stability
Our All-Purpose Tool

Outlook
Allowed for organization of communication streams. Our specialized tool for communication
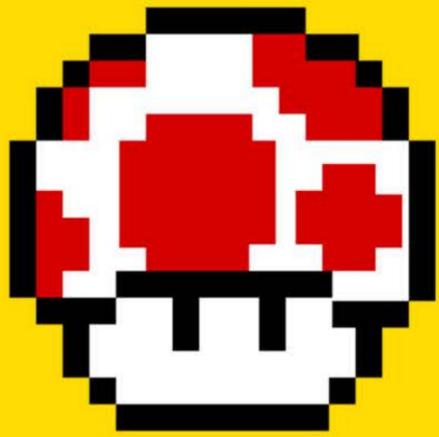
Question #3

If you were evaluating a technology solution to manage your projects effectively, what specific features or capabilities would be most important to you, and why?
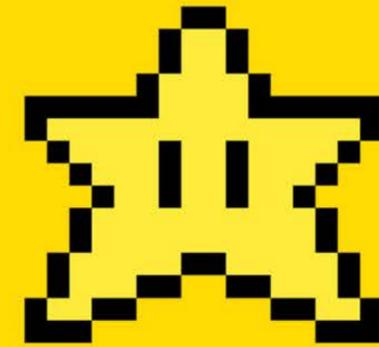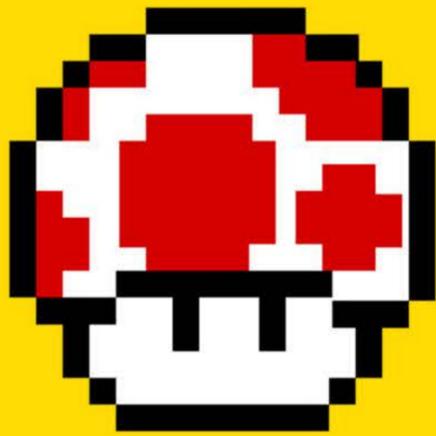
Power UPs

What can we ALSO use?

Power UPs

What can we also use?

Forms

Planner

Automate

Pros

Microsoft 365

- Price
- Familiarity
- Integration
- Real-time Collaboration
- Cloud Storage
- Security

Forms

Automate

Planner

Cons

Microsoft 365

- Learning Curve
- Abundance of Features
- Internet Connection

Forms

Planner

Automate

Tip

Identify and meet with your institution's
Office 365 Admin

Tip

Identify who really **needs** access to this project space

UR **Program Revision Process_...** 📌 | Grid | **Board** | Charts | Schedule | ••• | UTRGV_Program Revision Process_Final | Members ∨ | Filter (0) ∨ | Group by

Linked plan

A: Initiating [1 week]

+ Add task

Program Coordinat...
○ A01-PC: Submits form with project details: Program Revision Process
📅 09/30

Email | COLTT
○ A02-COLTT: Email PC to ask for additional information
📅 10/01

COLTT
○ A03-COLTT: Review project request
📅 10/02

COLTT
○ A04-COLTT: Confirm budget for a (4 course Cohort)
📅 10/02

Program Coordinat... | COLTT | Meeting
○ A05-COLTT: Schedule a meeting with PC
☐ List Project Goals
☐ List Project Objectives
☐ Project Scope
☐ Design and Development Criteria
☐ Stakeholders and their responsibilities
☐ Budget (in any)
☐ Project Timeline
❗ ☕ 📎 1 ✓ 0 / 7
📅 10/04

COLTT | Deliverable
○ A06-COLTT: Complete Project Charter
☐ Project Charter
❗ ✓ 0 / 1

B: Planning [2 weeks]

+ Add task

Program Coordinat...
○ B01-PC: Collaborate with Department Chair(s) to list possible participating faculty
☐ Meet with Chair
☐ Get a list of participating faculty
✓ 0 / 2
📅 10/11

ID Lead
○ B02-IDL: Collaborate with ID Manager and Sr IDs to list participating IDS
📅 10/14

Program Coordinat... | Meeting
○ B03-PC: Meet with faculty and share project information
☐ Faculty 1
☐ Faculty 2
☐ Faculty 3
☐ Faculty 4
✓ 0 / 4
📅 10/11

ID Lead | Meeting
○ B04- IDL: Meet with IDs and share project information
📅 10/11

Program Coordinat...
○ B05-PC: Share list of participating faculty to COLTT
📅 10/11

ID Lead
○ B06 - IDL: Assign IDs to faculty
✓ 0 / 1

C: Executing (Design) [2 weeks]

+ Add task

Email | **Program Coordinat...**
○ C01-PC: Communicates with faculty the project status, participant responsibilities, timeline, and ask for faculty to recommend a course shell to revise.
📅 10/21

ID Lead | COLTT | Meeting
○ C02-IDL: Schedule a meeting with all faculty & IDs on how to review and blueprint course
☐ Access Course
☐ Fill out Blueprint
☐ Make notations for revisions
☐ Review recommendation
☐ Complete Blueprint
✓ 0 / 5
📅 10/22

ID Lead | Email
○ C03-IDL: Communicate to IDs to enroll faculty and participants into a copy of course to review and make new blueprint
☐ Course Blueprint/ Faculty #1
☐ Course Blueprint/ Faculty #2
☐ Course Blueprint/ Faculty #3
☐ Course Blueprint/ Faculty #4
✓ 0 / 4
📅 10/22

Email | **Program Coordinat...**
○ C04-PC: Verify that faculty have reviewed and blueprinted their assigned course(s)
☐ Course/Faculty #1
☐ Course/Faculty #2
☐ Course/Faculty #3
☐ Course/Faculty #4
✓ 0 / 4

D: Executing (Develop)[4 weeks]

+ Add task

Email | **Program Coordinat...**
○ D01-PC: Communicates with faculty the project status, participant responsibilities, timeline, and ask for SMES to recommend a course to revise.
📅 11/04

ID Lead | Email
○ D02-IDL: Communicate with IDs to support faculty while they revise courses.
📅 11/04

Email | **Program Coordinat...**
○ D03-PC: Verify facultyhave completed course development (>25% complete)
☐ Course/Faculty #1
☐ Course/Faculty #2
☐ Course/Faculty #3
☐ Course/Faculty #4
✓ 0 / 4
📅 11/08

Email | **Program Coordinat...**
○ D04-PC: Verify faculty have completed course development (50%)
☐ Course/Faculty #1
☐ Course/Faculty #2
☐ Course/Faculty #3
☐ Course/Faculty #4
✓ 0 / 4
📅 11/15

Email | **Program Coordinat...**
○ D05-PC: Verify faculty have completed course development (75%)
☐ Course/Faculty #1
☐ Course/Faculty #2
☐ Course/Faculty #3
☐ Course/Faculty #4
✓ 0 / 4

E: Executing (Review)[2 weeks]

+ Add task

Email | **Program Coordinat...**
○ E01-PC: Communicates with participants the project status, participant responsibilities, timeline, and ask for SMES to make any revisions based on recommendations.
📅 12/02

Program Coordinat... | Deliverable
○ E02-PC: Review Program Courses (Program Criteria)
☐ Course/Faculty #1
☐ Course/Faculty #2
☐ Course/Faculty #3
☐ Course/Faculty #4
✓ 0 / 4
📅 12/06

ID Lead | Email | Deliverable
○ E03-IDL: Verify IDs review courses for Quality Assurance (QM)
☐ Course/ Faculty #1
☐ Course/ Faculty #2
☐ Course/ Faculty #3
☐ Course/ Faculty #4
✓ 0 / 4
📅 12/06

Email | **Program Coordinat...**
○ E04-PC: Send Course Review Report and Recommendation to faculty
☐ Course/ Faculty #1
☐ Course/ Faculty #2
☐ Course/ Faculty #3
☐ Course/ Faculty #4
✓ 0 / 4
📅 12/06

ID Lead | Email | Deliverable

F: Monitor and control [8 weeks*]

+ Add task

Email | **Program Coordinat...** | Meeting
○ F01-[Design] PC: Meet with Faculty to discuss NEW Blueprints and make recommendations
📅 10/25

ID Lead | Email | Meeting
○ F02-[Design] IDL: Meet with IDs to discuss NEW Blueprints and make recommendations
📅 10/25

ID Lead | **Program Coordinat...** | Meeting
○ F03-[Design] IDL: Schedule a MEETING #1 with PC
☐ Share Issues and Complications (Risks)
☐ Identify Solutions
☐ Highlight Wins
☐ Identify Recommendations
❗ ✓ 0 / 4
📅 10/25

ID Lead | Meeting
○ F04-[Develop] IDL: Meet with IDs to discuss course development and recommendations (>25% complete)
📅 11/08

Program Coordinat... | Meeting
○ F05-[Develop] PC: Meet with Faculty to discuss course development and recommendations (>25% complete)
📅 11/08

ID Lead | **Program Coordinat...** | Meeting
○ F06-[Develop] IDL: Schedule a MEETING #2 with PC
☐ Share Issues and Complications (Risks)

G. Closing [1 week]

+ Add task

ID Lead | Program Coordi...
Deliverable
○ G01-PC: Verify all bl... been completed
☐ Collect all (4) course bl...
☐ Collect all (4) course ma...
📣 ✓ 0 / 2
📅 12/17

ID Lead | Email | Deliver
○ G02-IDL: Submit facu... completion to IDD M... Director
📣
📅 12/17

ID Lead
○ G03-IDL: Send satisfa... participants (QUANT...
☐ Send survey to PC
☐ Send survey to Faculty
☐ Send survey to ID team
❗ ✓ 0 / 3
📅 12/20

ID Lead
○ G04-IDL: Summarize... and lessons learned
Work with the project te... relevant experience and ... the benefit of future pro...
❗
📅 12/20

Tip

Incorporate alphanumeric identifiers into your bucket and task naming conventions to enhance organization and streamline sorting (A01, B01, etc.)

Task ID	Task Name	Bucket Name	Progress	Priority	Assigned To	Created By	Created Date	Start date	Due date
TTUqeTHtLEan__Z2aNCwe2QAIjjl	A01-PC: Submits form with project details: Program	A: Initiating [1 week]	Not started	Medium		Anthony Salinas	10/15/2024	09/30/2024	09/30/2024
Uljy2QrZekGFSg2fAgXfu2QABF9l	A02-COLTT: Email PC to ask for additional informati	A: Initiating [1 week]	Not started	Medium		Anthony Salinas	07/03/2024	10/01/2024	10/01/2024
wW8hMfTdNkmOy0xivDu4MmQAPf-F	A03-COLTT: Review project request	A: Initiating [1 week]	Not started	Medium		Anthony Salinas	06/13/2024	10/02/2024	10/02/2024
rA3hBXF3qEaUWkftJvpxn2QAPB4Q	A04-COLTT: Confirm budget for a (4 course Cohort)	A: Initiating [1 week]	Not started	Medium		Anthony Salinas	06/13/2024	10/02/2024	10/02/2024
hPYYtFxkykC-EoRd8SHw3GQALRcW	A05-COLTT: Schedule a meeting with PC	A: Initiating [1 week]	In progress	Important		Anthony Salinas	06/13/2024	10/02/2024	10/04/2024
R_it0chI-0uw6lNtj3Df-mQAOMZ6	A06-COLTT: Complete Project Charter	A: Initiating [1 week]	Not started	Important		Anthony Salinas	06/13/2024	10/02/2024	10/04/2024
jd5KWlo940Seuswr6caxhWQAAuR0	B01-PC: Collaborate with Department Chair(s) to lis	B: Planning [2 weeks]	Not started	Medium		Anthony Salinas	06/13/2024	10/07/2024	10/11/2024
PBc7XQZJwEutA6XqUBpby2QAIUMZ	B02-IDL: Collaborate with ID Manager and Sr IDs to	B: Planning [2 weeks]	Not started	Medium		Anthony Salinas	10/16/2024	10/07/2024	10/14/2024
TGYzmaMZ1UqyQ_9bXLxBfWQADzPZ	B03-PC: Meet with faculty and share project inform	B: Planning [2 weeks]	Not started	Medium		Anthony Salinas	06/13/2024	10/07/2024	10/11/2024
gm1lsU1gkUaOv3x8gfZHXWQAlloB	B04- IDL: Meet with IDs and share project informati	B: Planning [2 weeks]	Not started	Medium		Anthony Salinas	10/16/2024	10/07/2024	10/11/2024
i-mwcCjx3Uyz-5sRmHOSSWQAC9gC	B05-PC: Share list of participating faculty to COLTT	B: Planning [2 weeks]	Not started	Medium		Anthony Salinas	06/13/2024	10/07/2024	10/11/2024
JTO81NeeaE-3fhFtlt_BS2QAM5MP	B06 - IDL: Assign IDs to faculty	B: Planning [2 weeks]	Not started	Medium		Anthony Salinas	10/16/2024	10/14/2024	10/14/2024
sKcAqFjRp0OQunrWvV6ftGQAOQVp	B07-COLTT: Email all participating faculty project ag	B: Planning [2 weeks]	Not started	Medium		Anthony Salinas	06/13/2024	10/14/2024	10/14/2024
q9XqzYgjmk23hXL_FmybXmQACy_I	B08-COLTT: Schedule a meeting with PC and IDL to	B: Planning [2 weeks]	Not started	Medium		Anthony Salinas	06/13/2024	10/15/2024	10/15/2024
AVcSzSletkWQ3HqcF8xz3mQAMOeE	B09-Complete Project Plan	B: Planning [2 weeks]	Not started	Important		Anthony Salinas	06/13/2024	10/14/2024	10/15/2024
H09UEcPuR0iEugbnPPNNN2QAHqwm	B10-PC: Schedule a meeting with all participants	B: Planning [2 weeks]	Not started	Important		Anthony Salinas	06/13/2024	10/16/2024	10/18/2024
yYeFbqI8m02kv0eSuydAsWQAFZQG	B11-Recieve Agreement Forms	B: Planning [2 weeks]	Not started	Important		Anthony Salinas	06/13/2024	10/18/2024	10/18/2024
SooPSa5NeEqH5WpmfT74HmQAJJXk	B12-Confirmed date for next Project Meeting (PC; ID	B: Planning [2 weeks]	Not started	Important		Anthony Salinas	10/16/2024	10/18/2024	10/18/2024
bZfZFPi4pU6O1GsMolDlxWQADXHr	C01-PC: Communicates with faculty the project stat	C: Execute (Design) [2 w	Not started	Medium		Anthony Salinas	06/13/2024	10/21/2024	10/21/2024
e_Tsxq2HH0erF4VYGU8lkWQAGWzo	C02-IDL: Schedule a meeting with all faculty & IDs o	C: Execute (Design) [2 w	Not started	Medium		Anthony Salinas	06/13/2024	10/21/2024	10/22/2024
KA2mYa-mH0alcF7LjYZVWWQADTwN	C03-IDL: Communicate to IDs to enroll faculty and p	C: Execute (Design) [2 w	Not started	Medium		Anthony Salinas	06/13/2024	10/21/2024	10/22/2024
VLOpcC5S40iTGhhf6RU_X2QAC53k	C04-PC: Verify that faculty have reviewed and bluep	C: Execute (Design) [2 w	Not started	Medium		Anthony Salinas	06/13/2024	10/23/2024	10/25/2024
Oq7DoHDRBUW5zV6Zl4Njp2QAIoEf	C05-IDL: Verify that recommendations were made f	C: Execute (Design) [2 w	Not started	Medium		Anthony Salinas	06/13/2024	10/28/2024	10/29/2024
ydOMqYzIgUmlXzUVlFBq-GQAMNAW	C06-PC: Provide recommendations for each course I	C: Execute (Design) [2 w	Not started	Medium		Anthony Salinas	10/16/2024	10/28/2024	10/29/2024
4wH3TrJHPUC1F2te3Ze8YGQABeL8	C07-PC: Verify that faculty have completed new Co	C: Execute (Design) [2 w	Not started	Important		Anthony Salinas	10/16/2024	10/30/2024	11/01/2024
bp_VgLPBQU2iJd-DR2-xqGQAFqpF	D01-PC: Communicates with faculty the project stat	D: Execute (Develop)[4	Not started	Medium		Anthony Salinas	06/13/2024	11/04/2024	11/04/2024
6Z7hHnT8NU-CxdPefv0Jt2QAG5xD	D02-IDL: Communicate with IDs to support faculty v	D: Execute (Develop)[4	Not started	Medium		Anthony Salinas	06/13/2024	11/04/2024	11/04/2024
T_5WJQAkt0O4l4pAQ7OIQ2QAN83_	D03-PC: Verify facultyhave completed course devel	D: Execute (Develop)[4	Not started	Medium		Anthony Salinas	06/13/2024	11/04/2024	11/08/2024
FmyYLMKAqUWSJYWYquEtomQAAO4p	D04-PC: Verify faculty have completed course deve	D: Execute (Develop)[4	Not started	Medium		Anthony Salinas	06/13/2024	11/11/2024	11/15/2024
BjEaBu-mf0aipgpJRC-7s2QAHL0X	D05-PC: Verify faculty have completed course devel	D: Execute (Develop)[4	Not started	Medium		Anthony Salinas	06/13/2024	11/18/2024	11/22/2024
O6M31KX3pkmLcj-R-Ja1TGQAAFSb	D06-PC: Verify faculty have completed course devel	D: Execute (Develop)[4	Not started	Important		Anthony Salinas	10/16/2024	11/25/2024	11/29/2024
5phg5g4Xu0SkMAQAvar6_GQAHLb8	E01-PC: Communicates with participants the projec	E: Execute (Review)[2 w	Not started	Medium		Anthony Salinas	06/13/2024	12/02/2024	12/02/2024
5aYoaXx5mkWOAc49sGcrkWQANhIk	E02-PC: Review Program Courses (Program Criteria)	E: Execute (Review)[2 w	Not started	Medium		Anthony Salinas	06/13/2024	12/02/2024	12/06/2024
oPcnJHbJzESBTviff5tVpGQAKG5R	E03-IDL: Verify IDs review courses for Quality Assura	E: Execute (Review)[2 w	Not started	Medium		Anthony Salinas	06/13/2024	12/02/2024	12/06/2024
-y4IKwomCkSi2GmW_a8ItWQAO2ll	E04-PC: Send Course Review Report and Recommer	E: Execute (Review)[2 w	Not started	Medium		Anthony Salinas	06/13/2024	12/06/2024	12/06/2024
jgbfvKsQRUmfLy1MtPUspWQADrw-	E05-IDL: Acquire Final Course Reviews	E: Execute (Review)[2 w	Not started	Important		Anthony Salinas	06/13/2024	12/06/2024	12/16/2024
CYOCZbglW0W27nFw1TNmjWQAMhN_	F01-[Design] PC: Meet with Faculty to discuss NEW I	F: Monitor and control	Not started	Medium		Anthony Salinas	06/13/2024	10/23/2024	10/25/2024
1ESeUbGUVUy2pPAOJZ5DqGQADI-V	F02-[Design] IDL: Meet with IDs to discuss NEW Blue	F: Monitor and control	Not started	Medium		Anthony Salinas	06/13/2024	10/23/2024	10/25/2024
yZCHBVTDf0mrcZ1_bo0eymQAFwyn	F03-[Design] IDL: Schedule a MEETING #1 with PC	F: Monitor and control	Not started	Important		Anthony Salinas	06/13/2024	10/25/2024	10/25/2024
YqtfJuvuEUCP3m1Ln2iWfWQAKMmn	F04-[Develop] IDL: Meet with IDs to discuss course o	F: Monitor and control	Not started	Medium		Anthony Salinas	06/13/2024	11/04/2024	11/08/2024
Er6WI3ojrESl6rUBPcxK7mQAG6dz	F05-[Develop] PC: Meet with Faculty to discuss cour	F: Monitor and control	Not started	Medium		Anthony Salinas	06/13/2024	11/04/2024	11/08/2024
foBIPlFLnEGdNUK_5cMB7mQAAdvA	F06-[Develop] IDL: Schedule a MEETING #2 with PC	F: Monitor and control	Not started	Important		Anthony Salinas	06/13/2024	11/08/2024	11/08/2024
2mkgXdWYbkOsdmi7iXl7IWQAB2Gi	F07-[Develop] IDL: Meet with IDs to discuss course o	F: Monitor and control	Not started	Medium		Anthony Salinas	06/13/2024	11/11/2024	11/15/2024
F6yrXAjbiEm3-E8Kha3ZL2QAELjr	F08-[Develop] PC: Meet with Faculty to discuss cour	F: Monitor and control	Not started	Medium		Anthony Salinas	06/13/2024	11/11/2024	11/15/2024
S1z4GHurlU6_ITZGmg7l9WQAPqDB	F09-[Develop] IDL: Schedule a MEETING #3 with PC	F: Monitor and control	Not started	Important		Anthony Salinas	06/13/2024	11/15/2024	11/15/2024

Tip

Task IDs generated by Planner can be found within the exported excel sheet

The Project
Before we can start
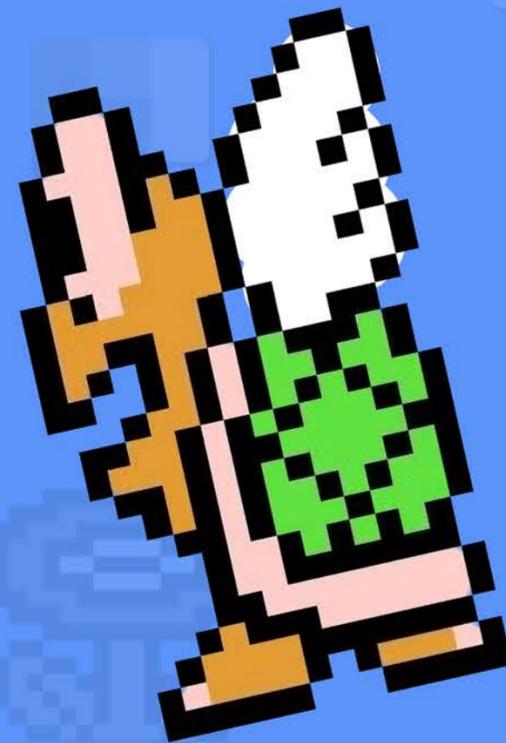
Program Revision Process	
Initiating [1 week]	
Planning [2 weeks]	
Executing: Design [2 weeks]	Monitor and Control [8 weeks]
Executing: Develop [4 weeks]	
Executing: Review [2 weeks]	
Closing [1 weeks]	

Onboarding
We built a site/checklist

This process is grounded in a commitment to continuous improvement, reflecting the dynamic nature of knowledge, technology, and educational methodologies. By engaging in regular and thorough reviews, programs can adapt to new developments in their respective fields, incorporate emerging technologies, and respond to the changing needs of learners.

The Program Revision Process involves multiple stages, including evaluation, feedback collection, content updating, and implementation. It encourages collaboration among faculty, instructional designers, and stakeholders to ensure that revisions are comprehensive and aligned with institutional goals and learning outcomes.

Ultimately, this process aims to enhance the learning experience, maintain academic rigor, and support the overall success of students. Through a structured and deliberate approach to course revision, programs can uphold their commitment to excellence in education and foster an environment of continuous growth and innovation.

Getting Started: 🔗

To get started with the Program Revision Process, gather the following information:

- Program Name
- Program Curriculum Map
  - Program Learning Outcomes
    Program Courses
    Program Courses Learning Objectives
- Program Course Schedule Carousel
- Program Accreditation Requirements

Taking on a project can be demanding- test your knowledge of course curriculum, quality assurance and more!

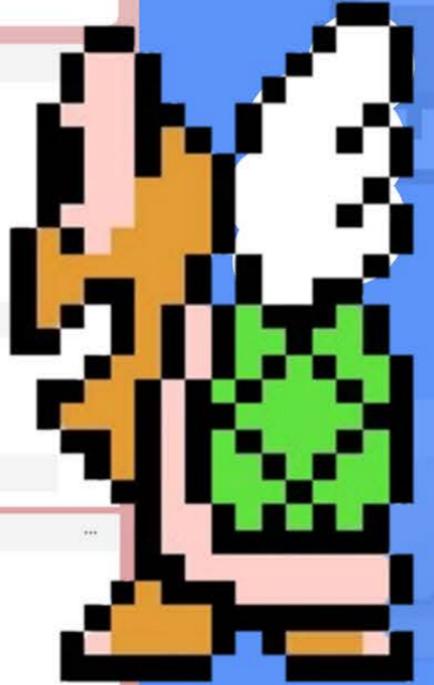Got everything together? Then fill out the Program Revision Process Request Form.

Await a response back from COLTT

Pre-Screen Survey

Program Request

Automate

Before we start

A. Initiating

[1 Week]

↑ Title ⌄	Assignment ⌄	Start date ⌄	Due date ⌄	Bucket ⌄	Progress ⌄	Priority ⌄	Labels
◯ A01-PC: Submits form with project details: Program R...		9/30/2024	9/30/2024	A: Initiating [1 week]	◯ Not started	• Medium	Program Coordinator ✕
◯ A02-COLTT: Email PC to ask for additional information		10/1/2024	10/1/2024	A: Initiating [1 week]	◯ Not started	• Medium	Email ✕ COLTT ✕
◯ A03-COLTT: Review project request		10/2/2024	10/2/2024	A: Initiating [1 week]	◯ Not started	• Medium	COLTT ✕
◯ A04-COLTT: Confirm budget for a (4 course Cohort)		10/2/2024	10/2/2024	A: Initiating [1 week]	◯ Not started	• Medium	COLTT ✕
◯ A05-COLTT: Schedule a meeting with PC		10/2/2024	10/4/2024	A: Initiating [1 week]	◯ In progress	❗ Important	Program Coordinator ✕ +2
◯ A06-COLTT: Complete Project Charter		10/2/2024	10/4/2024	A: Initiating [1 week]	◯ Not started	❗ Important	COLTT ✕ +1
＋ Add new task							

Bucket with Tasks

A. Initiating

[1 Week]

Program Coordinator ✕ COLTT ✕ Meeting ✕

Bucket
A: Initiating [1 week] ⌄

Progress
🔵 In progress ⌄

Priority
❗ Important ⌄

Start date
10/02/2024 📅

Due date
10/04/2024 📅

Repeat
🔁 Does not repeat ⌄

Notes
☐ Show on card

Automate: Mark this in Progress so the email can be sent

Checklist 0 / 7
☑ Show on card

◯ List Project Goals
◯ List Project Objectives
◯ Project Scope
◯ Design and Development Criteria
◯ Stakeholders and their responsibilities
◯ Budget (in any)
◯ Project Timeline
◯ Add an item

Attachments

projectCharter.docx
https://utrgv.sharepoint.com/si ...

Add attachment

Example of Task

Tip

Identify what tasks those accessing the project need to complete **first**

B. Planning

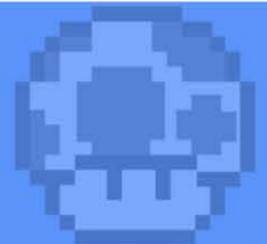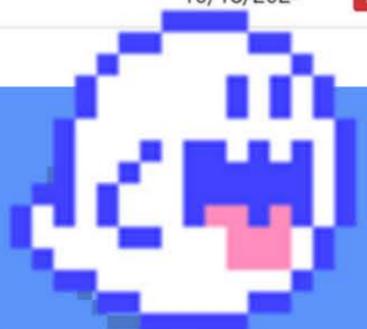[2 Weeks]

↑ Title ⌄	Assignment ⌄	Start date ⌄	Due date ⌄	Bucket ⌄	Progress ⌄	Priority ⌄	
○ B01-PC: Collaborate with Department Chair(s) to list p...		10/7/2024	10/11/2024	B: Planning [2 weeks]	○ Not started	• Medium	Program Coordinator ✕
○ B02-IDL: Collaborate with ID Manager and Sr IDs to lis...		10/7/2024	10/14/2024	B: Planning [2 weeks]	○ Not started	• Medium	ID Lead ✕
○ B03-PC: Meet with faculty and share project informati...		10/7/2024	10/11/2024	B: Planning [2 weeks]	○ Not started	• Medium	Program Coordinator ✕ +1
○ B04- IDL: Meet with IDs and share project information		10/7/2024	10/11/2024	B: Planning [2 weeks]	○ Not started	• Medium	ID Lead ✕ +1
○ B05-PC: Share list of participating faculty to COLTT		10/7/2024	10/11/2024	B: Planning [2 weeks]	○ Not started	• Medium	Program Coordinator ✕
○ B06 - IDL: Assign IDs to faculty		10/14/2024	10/14/2024	B: Planning [2 weeks]	○ Not started	• Medium	ID Lead ✕
○ B07-COLTT: Email all participating faculty project agre...		10/14/2024	10/14/2024	B: Planning [2 weeks]	○ Not started	• Medium	Email ✕ COLTT ✕
○ B08-COLTT: Schedule a meeting with PC and IDL to re...		10/14/2024	10/15/2024	B: Planning [2 weeks]	○ Not started	• Medium	ID Lead ✕ COLTT ✕ +2
○ B09-Complete Project Plan		10/14/2024	10/15/2024	B: Planning [2 weeks]	○ Not started	❗ Important	Program Coordinator ✕ +2
○ B10-PC: Schedule a meeting with all participants		10/16/2024	10/18/2024	B: Planning [2 weeks]	○ Not started	❗ Important	ID Lead ✕ +2
○ B11-Recieve Agreement Forms		10/18/2024	10/18/2024	B: Planning [2 weeks]	○ Not started	❗ Important	ID Lead ✕ COLTT ✕ +1
○ B12-Confirmed date for next Project Meeting (PC; IDL;...		10/18/2024	10/18/2024	B: Planning [2 weeks]	○ Not started	❗ Important	ID Lead ✕ +2

➕ Add new task

B. Planning

[2 Weeks]

Task B10

Assign

ID Lead ✕   Program Coordinator ✕   Meeting ✕

Bucket	Progress	Priority
B: Planning [2 weeks] ▼	⚪ Not started ▼	❗ Important ▼

Start date	Due date	Repeat
10/16/2024 📅	10/18/2024 📅	🔁 Does not repeat ▼

Notes   ☐ Show on card

Type a description or add notes here

Checklist 0 / 8   ☑ Show on card

⚪ Email faculty
⚪ Email COLTT staff
⚪ Communicate Project Goals
⚪ Communicate Project Criteria
⚪ Communicate Timeline
⚪ Communicate Deliverables
⚪ Communicate Workspace
⚪ Action Item: Get a date for next meeting " How to document my review/revisions?"   ⤒ 🗑
⚪ Add an item

Attachments

📄 B10_schedule kickoff meet   ⋯   ☐ Show on card
https://utrgv.sharepoint.com/si

Add attachment

Comments

Type your message here

Tip

Leverage the checklist and attachments per task.

C. Executing: Design

[2 Weeks] 🌹⭐

↑ Title ⌄		Start date ⌄	Due date ⌄	Bucket ⌄	Progress ⌄	Priority ⌄	Labels
○	C01-PC: Communicates with faculty the project status,...	10/21/2024	**10/21/2024**	C: Executing (Design)	○ Not started	• Medium	Email ✕ +1
○	C02-IDL: Schedule a meeting with all faculty & IDs on ...	10/21/2024	**10/22/2024**	C: Executing (Design)	○ Not started	• Medium	ID Lead ✕ COLTT ✕ +1
○	C03-IDL: Communicate to IDs to enroll faculty and par...	10/21/2024	**10/22/2024**	C: Executing (Design)	○ Not started	• Medium	ID Lead ✕ Email ✕
○	C04-PC: Verify that faculty have reviewed and blueprin...	10/23/2024	10/25/2024	C: Executing (Design)	○ Not started	• Medium	Email ✕ +1
○	C05-IDL: Verify that recommendations were made for ...	10/28/2024	10/29/2024	C: Executing (Design)	○ Not started	• Medium	ID Lead ✕ Email ✕
○	C06-PC: Provide recommendations for each course Bl...	10/28/2024	10/29/2024	C: Executing (Design)	○ Not started	• Medium	Email ✕ +1
○	C07-PC: Verify that faculty have completed new Cours...	10/30/2024	11/1/2024	C: Executing (Design)	○ Not started	! Important	Program Coordinator ✕ +1
	+ Add new task						
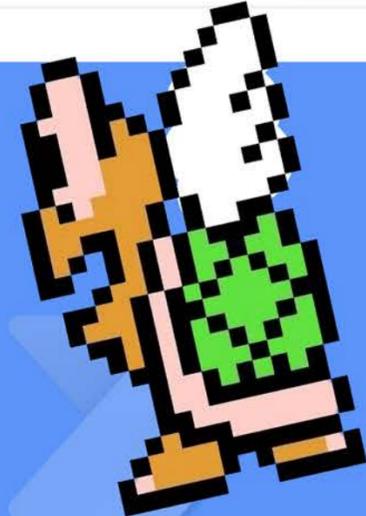
D. Executing: Develop

[4 Weeks] 🌺 ⭐ 🍄

↑ Title ⌄	Assignm... ⌄	Start date ⌄	Due date ⌄	Bucket ⌄	Progress ⌄	Priority ⌄	Labels
○ D01-PC: Communicates with faculty the project status, participant responsib...		11/4/2024	11/4/2024	D: Executing (Deve	○ Not started	• Medium	Email ✕ Program Coordinator ✕
○ D02-IDL: Communicate with IDs to support faculty while they revise courses.		11/4/2024	11/4/2024	D: Executing (Deve	○ Not started	• Medium	ID Lead ✕ Email ✕
○ D03-PC: Verify facultyhave completed course development (>25% complete)		11/4/2024	11/8/2024	D: Executing (Deve	○ Not started	• Medium	Email ✕ Program Coordinator ✕
○ D04-PC: Verify faculty have completed course development (50%)		11/11/2024	11/15/2024	D: Executing (Deve	○ Not started	• Medium	Email ✕ Program Coordinator ✕
○ D05-PC: Verify faculty have completed course development (75%)		11/18/2024	11/22/2024	D: Executing (Deve	○ Not started	• Medium	Email ✕ Program Coordinator ✕
○ D06-PC: Verify faculty have completed course development (100%)		11/25/2024	11/29/2024	D: Executing (Deve	○ Not started	! Important	Email ✕ Program Coordinator ✕

Question #4

How significant do you perceive the task of communicating with all participants at the beginning of each phase, as carried out by the program coordinator?

D. Executing: Develop

[4 Weeks]

PRP-Course #1
UTRGV_Blueprinting

Grid | Board | Charts | Schedule | ···

C: Executing (Design) [2 weeks]

+ Add task

ID Lead | Meeting | Faculty
○ C01-Faculty: Attend meeting on Course Review and Blueprinting
📅 10/22

Email | ID | Meeting
○ C02-ID: Email faculty offering to meet about course design
○ Schedule meeting for start of next week (dis
⊘ 0 / 1
📅 10/22

ID
○ C03-ID: Enroll faculty and participants into course(s)
○ Enroll faculty
○ Enroll Program Coordinator
○ Enroll ID Lead
❗ ⊘ 0 / 3
📅 10/22

Deliverable | Faculty
○ C04-Faculty: Review course and create new Course Blueprint
○ Course Introduction
○ Faculty Introduction
○ Program SLOS associated with Course
○ Course Objectives
○ Module Objectives
○ Assessments
○ Activities
○ Instructional Materials
○ Technologies

D: Executing (Develop)[4 weeks]

+ Add task

Email | ID | Meeting
○ D01-ID: Email faculty to meet about course development
📅 11/04

Support | Email | ID
○ D02-ID: Send email to Faculty (Support with Developing) #1
📅 11/04

Faculty
○ D03-Faculty: Develop new course based on revised Blueprint (>=25% complete)
○ Welcome Statment
○ Syllabus
○ About Your Instructor
○ List Course Objectives
○ Module 1 Introduction
○ Module 1 LOs
○ Module 1 Instructional Materials
○ Module 1 Learning Activities
○ Module 1 Assessment
○ QM Standard 2.4 Check
⊘ 0 / 12
📅 11/08

Support | Email | ID
○ D04-ID: Send email to Faculty (Support with Developing) #2
📅 11/11

Faculty

E: Executing (Review) [2 weeks]

+ Add task

ID | Meeting
○ E01-ID: Meet to discuss review process, expectations, challenges.
📅 12/02

ID
○ E02-ID: Review the Course (QM)
○ GS1
○ GS2
○ GS3
○ GS4
○ GS5
○ GS6
○ GS7
○ GS8
⊘ 0 / 8
📅 12/06

Program Coordinat... | SME
○ E03-SME: Review Master Shell for Program quality
○ PC 1
○ PC 2
○ PC 3
○ PC 4
○ PC 5
⊘ 0 / 5
📅 12/06

Faculty
○ E04-Faculty: Revise course based on recommendations, if any*

PRP-Course #1
○ D03-Faculty: Develop new course based on revised Blueprint (>=25% complete)
Last changed 3 days ago by you

⚲ Assign

⬡ Faculty ✕

Bucket	Progress	Priority
D: Executing (Develop)[4 w... ⌄	○ Not started ⌄	● Medium ⌄

Start date	Due date	Repeat
11/05/2024	11/08/2024	⟳ Does not repeat ⌄

Notes   ☐ Show on card

Use the checklist below to list out the measurable and specific items that will be revised within the course to meet the 25% development goal.

Checklist 0 / 12   ☑ Show on card
○ Welcome Statment
○ Syllabus
○ About Your Instructor
○ List Course Objectives
○ Module 1 Introduction
○ Module 1 LOs
○ Module 1 Instructional Materials
○ Module 1 Learning Activities
○ Module 1 Assessment
○ QM Standard 2.4 Check
○ Accessibility Check
○ Grade Center Check
○ Add an item

Attachments   ↓ Suggested attachments

D. Executing: Develop

[4 Weeks] 🌺 ⭐ 🍄

Question #5

How significant do you perceive the tasks of monitoring the progress of the phase-Execute: Develop?

Planner Task Summary by Bucket

Anthony Salinas
To ⚪ Anthony Salinas

ⓘ This message was sent with Low importance.
If there are problems with how this message is displayed, click here to view it in a web browser.

Reply | Reply All | Forward

Fri 10/25/2024 9:30 AM

Bucket:D: Executing (Develop)[4 weeks]

Title	StartDate	DueDate	PercentComplete	CompletedDate
D06-PC: Verify faculty have completed course development (100%)	2024-11-25T10:00:00Z	2024-11-29T10:00:00Z	0	
D04-PC: Verify SMEs have completed 50% of their course development	2024-11-11T10:00:00Z	2024-11-15T10:00:00Z	0	
D05-PC: Verify faculty have completed course development (75%)	2024-11-18T10:00:00Z	2024-11-22T10:00:00Z	0	
D03-PC: Verify SMEs have begun to revise their courses based on new course map/BP(>25% complete)	2024-11-04T10:00:00Z	2024-11-08T10:00:00Z	0	
D02-IDL: Communicate with IDs to support faculty while they revise courses.	2024-11-04T10:00:00Z	2024-11-04T10:00:00Z	0	
D01-PC: Communicates with faculty the project status, participant responsibilities, timeline, and ask for SMES to recommend a course to revise.	2024-11-04T10:00:00Z	2024-11-04T10:00:00Z	0	

Bucket:C: Executing (Design) [2 weeks]

Title	StartDate	DueDate	PercentComplete	CompletedDate
C06-PC: Provide recommendations for each course Blueprint Draft; and verify that SMEs provide recommendations	2024-10-28T10:00:00Z	2024-10-29T10:00:00Z	0	
C05-IDL: Verify that recommendations were made for each course Blueprint Draft	2024-10-28T10:00:00Z	2024-10-29T10:00:00Z	0	
C02-IDL: Schedule a meeting with all faculty & IDs on how to review and blueprint course	2024-10-21T10:00:00Z	2024-10-22T10:00:00Z	0	
C07-PC: Verify that faculty have completed new Course Blueprints	2024-10-30T10:00:00Z	2024-11-01T10:00:00Z	0	
C04-PC: Verify that faculty have reviewed and blueprinted their course	2024-10-23T10:00:00Z	2024-10-25T10:00:00Z	0	

E. Executing: Review

[2 Weeks] 🌺 ⭐ 🍄

↑ Title ⌄	Assignm... ⌄	Start date ⌄	Due date ⌄	Bucket ⌄	Progress ⌄	Priority ⌄	Labels
○ E01-PC: Communicates with participants the project status, participant resp...		12/2/2024	12/2/2024	E: Executing (Revie	○ Not started	• Medium	Email ✕ Program Coordinator ✕
○ E02-PC: Review Program Courses (Program Criteria)		12/2/2024	12/6/2024	E: Executing (Revie	○ Not started	• Medium	Program Coordinator ✕ Deliverable ✕
○ E03-IDL: Verify IDs review courses for Quality Assurance (QM)		12/2/2024	12/6/2024	E: Executing (Revie	○ Not started	• Medium	ID Lead ✕ Email ✕ Deliverable ✕
○ E04-PC: Send Course Review Report and Recommendation to faculty		12/6/2024	12/6/2024	E: Executing (Revie	○ Not started	• Medium	Email ✕ Program Coordinator ✕
○ E05-IDL: Acquire Final Course Reviews		12/6/2024	12/16/2024	E: Executing (Revie	○ Not started	❗ Important	ID Lead ✕ Email ✕ Deliverable ✕

E. Executing: Review

[2 Weeks]

ID | Meeting

◯ E01-ID: Meet to discuss review process, expectations, challenges.

📅 12/02

ID

◯ E02-ID: Review the Course (QM)

◯ GS1
◯ GS2
◯ GS3
◯ GS4
◯ GS5
◯ GS6
◯ GS7
◯ GS8

☑ 0 / 8

📅 12/06

Program Coordinat... | SME | ...

◯ E03-SME: Review Master Shell for Program quality

◯ PC 1
◯ PC 2
◯ PC 3
◯ PC 4
◯ PC 5

☑ 0 / 5

📅 12/06

F.Monitor and Control

[8 Weeks*]

↑ Title	Assignm...	Start date	Due date	Bucket	Progress	Priority	Labels
F01-[Design] PC: Meet with Faculty to discuss NEW Blueprints and make		10/23/2024	10/25/2024	F: Monitor and co	○ Not started	• Medium	Email ✕ Program Coordinator ✕ Meeting ✕
F02-[Design] IDL: Meet with IDs to discuss NEW Blueprints and make recom...		10/23/2024	10/25/2024	F: Monitor and co	○ Not started	• Medium	ID Lead ✕ Email ✕ Meeting ✕
F03-[Design] IDL: Schedule a MEETING #1 with PC		10/25/2024	10/25/2024	F: Monitor and co	○ Not started	! Important	ID Lead ✕ Program Coordinator ✕ Meeting ✕
F04-[Develop] IDL: Meet with IDs to discuss course development and recom...		11/4/2024	11/8/2024	F: Monitor and co	○ Not started	• Medium	ID Lead ✕ Meeting ✕
F05-[Develop] PC: Meet with Faculty to discuss course development and rec...		11/4/2024	11/8/2024	F: Monitor and co	○ Not started	• Medium	Program Coordinator ✕ Meeting ✕
F06-[Develop] IDL: Schedule a MEETING #2 with PC		11/8/2024	11/8/2024	F: Monitor and co	○ Not started	! Important	ID Lead ✕ Program Coordinator ✕ Meeting ✕
F07-[Develop] IDL: Meet with IDs to discuss course development and recom...		11/11/2024	11/15/2024	F: Monitor and co	○ Not started	• Medium	ID Lead ✕ Meeting ✕
F08-[Develop] PC: Meet with Faculty to discuss course development and rec...		11/11/2024	11/15/2024	F: Monitor and co	○ Not started	• Medium	Program Coordinator ✕ Meeting ✕
F09-[Develop] IDL: Schedule a MEETING #3 with PC		11/15/2024	11/15/2024	F: Monitor and co	○ Not started	! Important	ID Lead ✕ Program Coordinator ✕ Meeting ✕
F10-[Develop] IDL: Meet with IDs to discuss course development and recom...		11/18/2024	11/22/2024	F: Monitor and co	○ Not started	• Medium	ID Lead ✕ Meeting ✕
F11-[Develop] PC: Meet with Faculty to discuss course development and rec...		11/18/2024	11/22/2024	F: Monitor and co	○ Not started	• Medium	Program Coordinator ✕ Meeting ✕
F12-[Develop] IDL: Schedule a MEETING #4 with PC		11/22/2024	11/22/2024	F: Monitor and co	○ Not started	! Important	ID Lead ✕ Program Coordinator ✕ Meeting ✕
F13-[Develop] IDL: Meet with IDs to discuss course development and recom...		11/25/2024	11/29/2024	F: Monitor and co	○ Not started	• Medium	ID Lead ✕ Meeting ✕
F14-[Develop] PC: Meet with Faculty to discuss course development and rec...		11/25/2024	11/27/2024	F: Monitor and co	○ Not started	• Medium	Program Coordinator ✕ Meeting ✕
F15-[Develop] IDL: Schedule a MEETING #5 with PC		11/25/2024	11/27/2024	F: Monitor and co	○ Not started	! Important	ID Lead ✕ Program Coordinator ✕ Meeting ✕
F16-[Review] IDL: Schedule a MEETING #6 with PC		12/2/2024	12/6/2024	F: Monitor and co	○ Not started	! Important	ID Lead ✕ Program Coordinator ✕ Meeting ✕
+ Add new task							

G.Closing

[1 Weeks]

↑ Title	Assignm...	Start date	Due date	Bucket	Progress	Priority	Labels
○ G01-PC: Verify all blueprints have been completed		12/17/2024	12/17/2024	G. Closing [1 week	○ Not started	📣 Urgent	ID Lead ✕ Program Coordinator ✕ Deliverable ✕
○ G02-IDL: Submit faculty names of completion to IDD Manager and Director		12/17/2024	12/17/2024	G. Closing [1 week	○ Not started	📣 Urgent	ID Lead ✕ Email ✕ Deliverable ✕
○ G03-IDL: Send satisfaction survey to participants (QUANT)		12/18/2024	12/20/2024	G. Closing [1 week	○ Not started	❗ Important	ID Lead ✕
○ G04-IDL: Summarize project results and lessons learned (QUAL)		12/20/2024	12/20/2024	G. Closing [1 week	○ Not started	❗ Important	ID Lead ✕
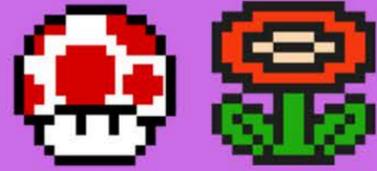
Questions
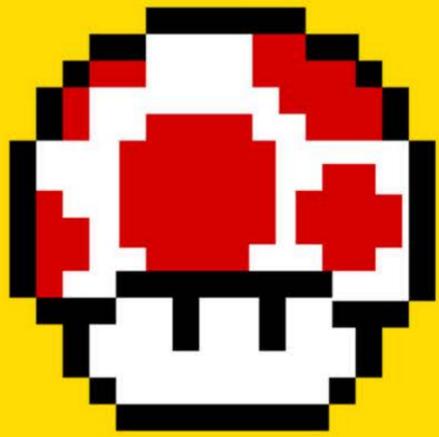
Thank You

Email

- anthony.salinas@utrgv.edu

- roberto.rivera@utrgv.edu

- george.handley01@utrgv.edu