



Team

FLEX

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Section Summary

The purpose of the design phase is to verify the desired performance tasks and the appropriate testing strategies. This design phase consists of a task inventory, performance objectives, and return on investment.

Task Inventory

The task inventory is a flowchart that logically organizes the content so that the learners can develop the knowledge and skills necessary to achieve the instructional goals. The task inventory is important because it specifies the desired performances, identifies the primary learning tasks required to achieve a goal, inventories the steps required to perform complex tasks, and facilitates a way to determine learner readiness. The inventory is read from bottom-to-top and left-to-right; thus, the entire first column on the left is required before moving on to the second column and so forth.

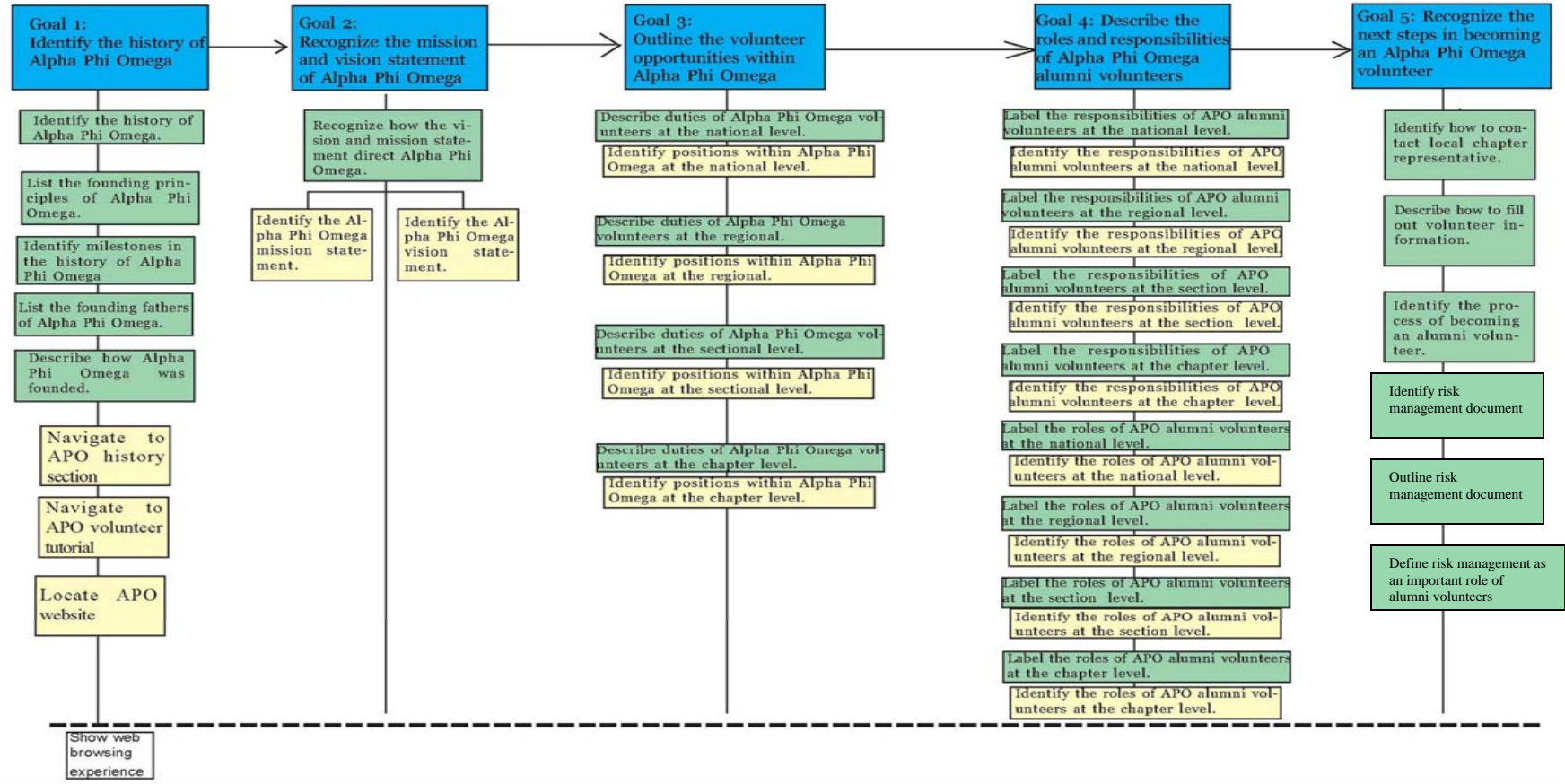
Performance Objectives

The performance objectives state each task the learner must complete under specific conditions while meeting a measurable criteria. Each performance objective contains three parts: a task, the condition, and a criterion.

Return on Investment

The return on investment is one of the main ways to measure the effectiveness and profitability of any given promotional effort.

Purpose Statement: The purpose of this course is to inform prospective Alpha Phi Omega alumni volunteers about the fraternal history, mission and vision, organizational structure, roles and responsibilities, volunteer opportunities and steps to becoming an alumni volunteer.



Task Inventory

Performance Objectives

The purpose of performance objectives in this instructional unit is to form a relationship between the instructional program and the learner. Performance objectives specify what the learners will be able to do, under what circumstances, and how well as a result of meaningful involvement with the instruction. The following is a list of performance objectives that students should be able to accomplish upon completion Alpha Phi Omega Online Tutorial.

Performance objectives for Goals 1-5

Goal 1: Identify the history of Alpha Phi Omega.

Task	Objective	Test Item
Describe how Alpha Phi Omega was founded.	Using a short narrative describe the founding of Alpha Phi Omega.	Match the appropriate Alpha Phi Omega milestones to the correct date.
List the founding fathers of Alpha Phi Omega.	Give a short biography list the founding fathers of Alpha Phi Omega.	
Identify milestones in the history of Alpha Phi Omega.	Using a dynamic timeline, identify milestones in Alpha Phi Omega.	
List the founding principles of Alpha Phi Omega.	Using short statements, list the founding principles of Alpha Phi Omega.	
Identify the history of Alpha Phi Omega.	Given a series of questions, identify the history of Alpha Phi Omega correctly.	

Goal 2: Recognize the mission and vision statement of APO.

Task	Objective	Test Item
Identify the Alpha Phi Omega vision statement.	Given a statement, identify it as the Alpha Phi Omega vision statement.	Given the Alpha Phi Omega vision statement, fill in key words.
Identify the Alpha Phi Omega mission statement.	Given a statement identify it as the Alpha Phi Omega mission statement.	Given the Alpha Phi Omega mission statement, fill in key words.

Goal 3: Describe the Alpha Phi Omega organizational structure.

Task	Objective	Test Item
Identify positions within Alpha Phi Omega at the chapter level.	Given a flow chart/diagram, identify positions within Alpha Phi Omega at the chapter level.	Given a drag and drop activity, identify positions within Alpha Phi Omega at the chapter level.
Describe duties of Alpha Phi Omega volunteers at the chapter level.	Given short statements, describe the duties of Alpha Phi Omega volunteers at the chapter level.	Choose the correct the duties and positions of Alpha Phi Omega Volunteers at the chapter level using multiple choice questions.
Identify positions within Alpha Phi Omega at the sectional level.	Given a flow chart/diagram, identify positions within Alpha Phi Omega at the sectional level.	Given a drag and drop activity, identify positions within Alpha Phi Omega at the sectional level.
Describe duties of Alpha Phi Omega volunteers at the sectional level.	Given short statements, describe the duties of Alpha Phi Omega volunteers at the sectional level.	Choose the correct the duties and positions of Alpha Phi Omega Volunteers at the sectional level using multiple choice questions.
Identify positions within Alpha Phi Omega at the regional.	Given a flow chart/diagram, identify positions within Alpha Phi Omega at the regional level.	Given a drag and drop activity, identify positions within Alpha Phi Omega at the regional level.
Describe duties of Alpha Phi Omega volunteers at the regional.	Given short statements, describe the duties of Alpha Phi Omega volunteers at the regional level.	Choose the correct the duties and positions of Alpha Phi Omega Volunteers at the regional level using multiple choice questions.
Identify positions within Alpha Phi Omega at the national level.	Given a flow chart/diagram, identify positions within Alpha Phi Omega at the national level.	Given a drag and drop activity, identify positions within Alpha Phi Omega at the national level.
Describe duties of Alpha Phi Omega volunteers at the national level.	Given short statements, describe the duties of Alpha Phi Omega volunteers at the national level.	Choose the correct the duties and positions of Alpha Phi Omega Volunteers at the national level using multiple choice questions.

Goal 4: Describe the roles and responsibilities of Alpha Phi Omega alumni volunteer positions.

Task	Objective	Test Item
Label the roles of Alpha Phi Omega alumni volunteers at the chapter level.	Given questions about volunteer roles and responsibilities, select the correct role associated with the appropriate level of APO volunteer.	Correctly answer multiple choice questions about the roles and responsibilities with the corresponding level (local, regional, national) of APO volunteer opportunities.
Identify the roles of Alpha Phi Omega alumni volunteers at the chapter level.		
Label the roles of Alpha Phi Omega alumni volunteers at the section level.		
Identify the roles of Alpha Phi Omega alumni volunteers at the section level.		
Label the roles of Alpha Phi Omega alumni volunteers at the regional level.		
Identify the roles of Alpha Phi Omega alumni volunteers at the regional level.		
Label the roles of Alpha Phi Omega alumni volunteers at the national level.		
Identify the roles of Alpha Phi Omega alumni volunteers at the national level.		
Label the responsibilities of Alpha Phi Omega alumni volunteers at the chapter level.		
Identify the responsibilities of Alpha Phi Omega alumni volunteers at the chapter level.		
Label the responsibilities of Alpha Phi Omega alumni volunteers at the section level.		
Identify the responsibilities of Alpha Phi Omega alumni volunteers at the section level.		

Label the responsibilities of Alpha Phi Omega alumni volunteers at the regional level.		
Identify the responsibilities of Alpha Phi Omega alumni volunteers at the regional level.		
Label the responsibilities of Alpha Phi Omega alumni volunteers at the national level.		
Identify the responsibilities of Alpha Phi Omega alumni volunteers at the national level.		

Goal 5: Recognize the next steps in becoming an Alpha Phi Omega volunteer

Task	Objective	Test Item
Identify Risk Management document	Given a choice of multiple policies, identify the Alpha Phi Omega risk management policy.	Select the correct policy answer from a listing of multiple choices.
Outline risk management document	Identify the Alpha Phi Omega risk management document.	Select the Alpha Phi Omega risk management document within the APO website.
Define risk management as an important role of alumni volunteers	Given the Alpha Phi Omega risk management policy and risk management document outline the role of risk management in Alpha Phi Omega.	Select the correct words missing from the definition.
Identify how to contact local chapter representative	Given the volunteer information form, complete the form and use the contact information to get in touch with the local chapter representative.	Fill out the volunteer information form and contact the local chapter representative.
Complete the volunteer information		
Identify the process of becoming an alumni volunteer	Upon completion of tutorial, take the necessary steps to become an alumni volunteer	Become an alumni volunteer

Return on Investment

Team Flex will develop a web-based orientation for incoming Alpha Phi Omega alumni volunteers. The basic orientation will cover the topics outlined as Level 0 in the Development Document provided by APO. The orientation will be designed to take approximately 20-30 minutes. This tutorial will be developed at no cost to Alpha Phi Omega. Team Flex has agreed to develop the tutorial as a service learning project.

This orientation module will provide a valuable service to the APO organization. It provides the means for orienting incoming alumni volunteers to the history, mission and vision, organization and structure of Alpha Phi Omega, as well as the next steps to take in becoming an alumni volunteer. The tutorial allows potential volunteers to become oriented to APO without current alumni volunteers having to use their valuable time to lead the orientation session themselves. Due to this tutorial being web-based, an unlimited amount of individuals can access and complete it simultaneously. This will allow more alumni to be processed into APO volunteer positions every year.

Design Endorsement

We have reviewed the proposed design brief and supporting materials and have decided that they sufficiently reflect both the quality and accuracy of the desired tutorial in accordance with the initial analysis. We grant our approval to continue to the development phase of this product with the following comments for consideration.

Client

(signature)

(date)

Dr. Julie Moore,
Educational Psychology Instructional Technology

Team Flex

(signature)

(date)

Steve Ferguson
Project Manager

Additional Comments