

Project Activity Report

2005

developed for

Alpha Phi Omega



Team

FLEX

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Appendix D: Project Activity Log

Project Activity Log for *Team Flex*
 Work designed and developed for *Alpha Phi Omega*
 Project completed on *December 8, 2005*

Below is a summary of hours worked to complete the web-based orientation for incoming Alpha Phi Omega alumni volunteers.

		<i>Phase Hours</i>			
		Analysis	Design	Development	Evaluation
<i>Individuals</i>	Steve	17	23	15	8
	JP	17	10	12	4
	Camille	9	12.25	3.5	12
	Haley	29	24.5	8	6
	Bettina	12	3	71	-
	Saif	2	-	-	2
	Willie	-	-	-	2
	Meetings	55	55	55	55
Totals		141	127.75	164.5	89
Total Project Hours		522.25 hrs.			

Analysis – 141 hours

The analysis phase is the building block of a training program. In this phase, it is determined who must be trained, what must be trained, when training will occur, and where the training will take place. The end result of this phase lays the foundation for all of the resulting design and development activities. The analysis report covers:

- Client Profile
- Performance Assessment
- Purpose Statement
- Instructional Goals
- Learner Analysis
- Instructional Options
- Resource Analysis
- Resource Cost

Design – 127.75 hours

In the Design phase of the project analysis is performed to determine the learning objectives -- both knowledge- and performance-based. It is also important to identify how the learner will know if the objectives have been met and what measures will be used. The Design document includes:

- Task Analysis
- Performance Objectives
- Return On Investment (ROI)

Development – 164.5 hours

In this phase of the project all of the instructional materials and supplemental materials are produced. Development involves the successful integration of multiple disciplines to bring the instruction to life. The Development document includes:

- Media Rational
- Storyboards
- Prototypes
- Site-map

Evaluation – 89 hours

In this phase of the project the instructional materials developed are evaluated for instructional effectiveness and organizational impact. Both formative and summative evaluation plans and materials are created and assessed. The Evaluation document includes:

- Formative Evaluation Plan
- Summative Evaluation Plan
- APO Tutorial Survey
- Evaluation feedback from pilot test

TOTAL PROJECT – 522.25 hours