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Week 2 DB 2: CDS Document and Project Team

Course Design Specification (CDS) for this web-based course includes the following components: **Schedule:** The project involves creating a web site for instruction of MS Word skills that includes training modules for receiving content and assignments modules to apply and assess learning. Currently all students are receiving teacher-lead instruction for all MS Word skills.

    Deliverables/Milestones:

- Written instruction for all learning modules and assignment modules (approximately 10 each)
- Website layout / design
- Screen captures for each learning modules and assessment module
- Sample documents
- Additional resources list
- Completed Website

The amount of time needed to complete the project may vary depending on the number of modules requested in the first delivery. Modules can be updated or added at a later time. Piskurich describes calculating time needed as somewhat undefinable. He compares methods of calculating project development time to the number of instructional designers in the world (2006, p. 136).   Each learning and assignment module pair would take approximately 40 minutes to complete. The initial design estimate of ten learning and ten assignment modules would take 40 to 150 hours for each hour of instruction with a total of 140 to 525 development hours (17 to 65 hours) for this project.

Project Team: The team for this project includes the following list of members. Lee and Owens discuss the various types of skill sets available and the importance of defining tasks or responsibilities for each (2012, Chapter 17, Project Team).

- SME or Subject Matter Expert will develop the MS Word content for modules and assignments.
- Interactive Designer or Instructional Designer works with the SME to take the content from paper to multimedia design.
- Author will use an authoring tool such as Dreamweaver to create the multimedia product. This team member works closely with the evaluator to test functionality of the project.
- Project Manager will oversee all areas of project development and design. This team member keeps the project on track.

- Quality Reviewer or Evaluator will test the product as needed prior to implementation. In a smaller setting, this role can be combined with the SME.

Media Specifications: This website will contain written instructions, images and screen captures, and completed examples.

Lesson Structure: This unit of instruction will be broken into multiple segments each addressing a MS Word skill starting with basics such as text formatting and working toward more difficult skills such as columns and tables. Links to additional resources will be provided.

Configuration Control and Review Cycles: The website should be reviewed each marking period to check functionality. Additional changes will be scheduled for content updates.

References

Lee, W. W., & Owens, D. L. (2012). *Multimedia-based instructional design: Computer-based training, web-based training, distance broadcast training, performance-based solutions* (2nd ed.). San Francisco, CA: Pfeiffer.

Piskurich, G. & Piskurich, J. (2006*). Rapid instructional design : Learning ID fast and right*. San Francisco, CA: Pfeiffer.