

PLANNING SUCCESSFUL ID PROJECTS: A HANDS-ON WORKSHOP FOR PROJECT MANAGERS

ID (Instructional Design) project managers are often torn between their ID consciences and their organizations' need for fast, cost-effective training. Given these pressures, it's hard to create effective instruction. Like the variety-show juggler, managers must keep lots of different plates spinning, performing exactly the right management interventions at exactly the right time. This requires effective planning. This workshop provides specific concepts, tools (job aids), and practice to help you become a better ID project planner. What's more, you'll learn to shift your focus from the ID process to the process of managing ID.

This is an intensive, hands-on session to help you plan instructional development projects. Working through case study situations or your own project plans, you will use reference tools to determine the size and shape of deliverables, required development time, and detailed project budgets. You will also learn how to create detailed project plans. Finally, you will adapt workshop principles to your job by creating your own, unique project management model and a personal action plan.

WHAT YOU WILL LEARN

You will learn how to:

- Describe the job of the ID project manager
- List the steps in determining project scope
- Given a case study situation or your own preliminary project plans, use rules of thumb to determine the amount and type of instructional materials to be created, development time and costs required
- Describe how to organize a successful ID project
- Describe how to plan a project kickoff meeting that will clarify materials required, team responsibilities, and project schedule, as well as help the project team become ready and eager to begin
- Develop a unique, job-specific model and set of tools and describe how these can be put to work back on the job.

WHAT YOU WILL RECEIVE

- Michael Greer's book *ID Project Management: Tools and Techniques for Instructional Designers and Developers*. This award-winning text contains 37 job aids (checklists, worksheets and guidelines) and recommends more than 50 specific project management practices.
- Michael Greer's handbook *The Manager's Pocket Guide to Project Management*. Designed for managers in any industry, this powerful little book contains more than 45 tools for planning & managing projects.

**Contact Michael Greer for more information at
(530) 688-6613 ♦ info@michaelgreer.com
or visit Michael Greer's web-site at
<http://www.michaelgreer.com>**

WORKSHOP AGENDA

Introduction

- ✓ Describe the ID PM Model and state importance of each step in achieving quality courseware
- ✓ Apply the ID PM Project Assessment tool to one of your projects to analyze its effectiveness
- ✓ Describe job of Project Manager in relation to these activities

Specifying Materials

- ✓ Overall steps in determining project scope
- ✓ Rules of thumb to determine amount and type of instruction materials to be created

Estimating Time

- ✓ Use guidelines to determine development time required for each step of the development cycle.

Estimating Costs

- ✓ Use guidelines to determine development costs

Planning for Success

- ✓ Describe how to organize a successful instructional development project by using a set of planning guidelines
- ✓ Describe how to plan a project kickoff meeting that will:
 - Clarify materials required, team responsibilities, and project schedule
 - Help the project team become ready and eager to begin

Adapting Workshop Principles to your Job

- ✓ Work through a series of exercises designed to promote transfer of workshop principles to your unique job