CJLEADS

Train the Trainer

Online Course

Project Management Plan

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Overview
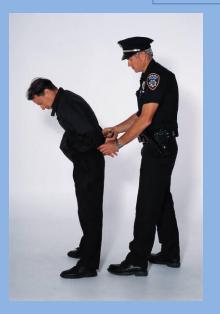
PURPOSE

STATUS — Report project status

RESOURCES — Identify resources needed for the project

TASK — Schedule of tasks

CHALLENGE — Discuss challenges

RECOMMENDATIONS — Discuss recommendations

Project Objectives

The criminal justice law enforcement automated data services, also know as CJLEADS Department provides criminal background application to local and state law enforcement and court officials. Recently the department has noticed a rise in help desk issues from officers regarding technical issues and basic understanding of the application.

This online course will provide the officers, who are training fellow officers on the application, the skills and knowledge to train the officers effectively and provide proper technical support.

Status slide

Project Status

Work Completed:

• Needs analysis and learning design has been completed regarding the project

• A mock version of the course has been stated on an LMS provided by UMUC to explain the course

Tasks Needed to complete the project:

• Create video recordings of the application functionality for Module 1

• Create PowerPoint presentation regarding Module 2 and 3

• Final course developed on the a permanent LMS

Status slide

Project Resources

Resource	Purpose
Subject matter experts	Provide course content and suggestions for future functionality
Second Life Developer	Provides instruction and assistance for students to do assignments in second life
Audio-video technicians	Creates video presentations for the modules
LMS	Course delivery platform
Instructional designer	Creates course modules on the permanent LMS
Test subjects	Officers will participate in a test course for evaluation

Resources slide

Schedule of Task

Task	Resources	Start	Complete
Determine permanent LMS	Instructional designer	Week 1	Week 2
Create course content for modules 1 - 3	Instructional designer, SMEs, Second Life developer	Week 1	Week 3
Prepare course content	Instructional designer, audio-video technicians	Week 3	Week 5
Move course materials and modules to LMS	Instructional designer	Week 5	Week 6
Identify test subject (officers)	Instructional designer, CJLEADS Department	Week 6	Week 6
Evaluation	Instructional designer, SMEs, CJLEADS Department	Week 6	Week 7
Review feedback	Instructional designer, SMEs, CJLEADS Department	Week 8	Week 8
Update Course	Instructional designer	Week 9	Week 9
Deliver course to CJLEADS department	Instructional designer	Week 10	Week 10

Task slide

Challenges

Technical

Issue: Identify a permanent Learning management system (LMS)
• UMUC LMS draft version must be moved to permanent version
•Permanent LMS must be affordable to department
•LMS must be able to house videos and course materials

Issue: Compatible formats for video content
Video content must be accessible to students and provided in various formats depending on their resources
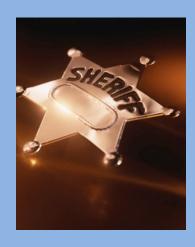
Challenges slide

Challenges

Course development

Issue: Content must be understandable for students that are not technically savvy
Materials must be provided in formats that is easy for students that have challenges in technology are still able to understand

Issue: Resources for Second Life instructions must be understandable
Materials training students how to utilize Second Life for their assignments must be easy for them to understand

Challenges slide

Recommendations

Technical

Option: Identify a permanent Learning management system (LMS)
• Host on LMS Moodle since the state has a contract with them which will not consume an additional cost.

Option: Compatible formats for video content
Video content must be accessible to students and provided in various formats depending on their resources
•Videos of content will be used with Screencast-o-matic website that allow for the screen to recorded and converted to various formats

Recommendations slide

Recommendations

Course development

Option: Content must be understandable for students that are not technically savvy
Content must be in PowerPoint with pictures of the screens so students can understand instructions

Option: Resources for Second Life instructions must be understandable
Developer must be available to provide assistance and instructional material for students to understand Second Life functionality

Recommendations slide

SUMMARY

•A prototype can provide insight on possible changes and implementations needed before creating the final version of the course

•Team needed for the project includes an instructional designer, Second Life developer, audio-video technicians, subject matter expert of police officers and test subjects which will include officers that will be conducting training

•Recommendations for the challenges testing various forms of technology and video capabilities and will be evaluated by the team and CJLEADS department

•Approval of resources from the CJLEADS department the project can be completed in ten weeks

Summary slide