



Project Overview Statement

Executive Summary

Project Title: Electronic Workflow for E-learning Course Development Tracking

Project ID: 175

Last Updated: Submitted 4/17/07

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Department: Instructional Technology

Executive Sponsor: Ken Ross

PROJECT BUSINESS CASE

Project Overview

The UFF Contract requires that faculty designing or teaching online or blended courses sign a course development or delivery agreement. Signatures of the faculty member's associate dean, academic dean, and the AVP for instructional technology are also required. The agreement ensures that all parties to the agreement have a common understanding of roles and responsibilities. The agreement makes explicit BCC's commitment to quality e-learning course design, documentation useful as the college submits a SACS substantive change for electronically delivered degrees.

Presently, customized hardcopy documents are generated for each faculty member, for each e-learning course developed or delivered and the courses are placed into a spreadsheet for manual tracking through the course development process. Approximately 200 of these documents/courses are tracked each year. Creating, circulating, tracking, and distributing signed copies of the documents is a time consuming process that requires a great deal of follow up. The current manual process of course development tracking is time consuming, cumbersome, and not transparent to stakeholders in the process.

This request is to automate the process of course development management by:

1. Automating course agreement document creation or deletion by Instructional Technology staff
2. Electronically "Circulating" the electronic document for signatures
3. Recording completion of the document with a designator in the Faculty Member's IRM authorized courses screen. The designators would be for Develop or Delivery. Instructional Technology would need the ability to manually input IRM data for faculty who previously developed or delivered courses. We would need the ability to pull lists of developer and deliverers sorted by Faculty Name with course number, and sorted by Course Number with faculty names. Note – these designators would NOT be used to populate faculty into e-learning course sites.
4. Electronically notifying all signers of each agreement, Instructional Technology Dept. staff, the VP for Academic Affairs and the UFF president of agreement completion
5. Creation of a mechanism whereby all signers of each agreement, Instructional Technology Dept. staff, the VP for Academic Affairs and the UFF president can

search for, view and print hard copies of the electronically signed documents. Document signers should not be able to see documents that they did not sign on, while the VPAA, Instructional Technology staff, and UFF president should be able to view copies of all signed documents or view the status of documents that are in progress (i.e.) the document has been created, but not all signatures have been captured.

6. Creation of a mechanism for project stakeholders to track the completion status of a course development project after the course agreement is signed. Instructional Technology staff should be able to electronically sign off at the halfway and course completion points. Associate Deans should be able to sign off at the completion point. Additional data such as target date of delivery, campus, location, instructional designer name, e-associate name, etc. must be captured.
7. Inclusion of a mechanism for Instructional Technology staff to pull a report showing which courses, formats, and faculty are in which stages of the approval/notification/completion process. Gap reports should also be provided showing which courses lack an e-associate, or have missing data such as a target delivery date. This should be a report that can be exported to Excel for purposes of sorting or additional data manipulation. A list of specific items that need to be tracked will be provided.
8. Inclusion of the ability to see a list of the last people to accessed the documents and what modifications they made.

Business Goals

Completion of this project will result in:

- greater time and process efficiencies for all individuals involved
- more efficient and more complete communication with all individuals
- the ability to scale the number of course agreements or development projects without losing track of any.
- an electronic record that can be accessed by authorized users from any location
- course status information that is up to date at all times
- reduction of paper

Success Factors

Success will be measured by:

- Project completion and formative testing by 20083