

Work Breakdown Structure

1. Initial project planning meeting

- 1.1. Goal clarification
- 1.2. Identify participants
 - 1.2.1 Determine project members
 - 1.2.2 Determine member roles
 - 1.2.3 Establish communication structure
 - 1.2.4 Determine meeting schedule
- 1.3. Determine time line
 - 1.3.1 Create rough time line for component completion
- 1.4. Determine project costs
 - 1.4.1 Create budget
- 1.5. Create presentation for initial project approval
 - 1.5.1 Develop word processing and graphics
 - 1.5.2 Schedule time and place for presentation
 - 1.5.3 Arrange for necessary equipment (computer for PP)
- 1.6. Project development reviewed and approved by unit educators and NHRMC
 - 1.6.1 Initial planning completed

2. Needs Assessment/Gap Analysis

- 2.1 Conduct needs assessment
 - 2.1.1 Create interview format
 - 2.1.1.1 Determine questions to examine what is happening
 - 2.1.1.2 Determine questions to examine what should be
 - 2.1.1.3 Verify content validity
 - 2.1.2 Determine participants
 - 2.1.3 Conduct interviews
 - 2.1.4 Analyze results
 - 2.1.5 Identify gaps
 - 2.1.5.1 Determine gaps
 - 2.1.5.2 Identify cost of gaps
 - 2.1.6 Create presentation identifying gaps
 - 2.1.7 Submit to group for approval

3. Conduct instructional analysis

- 3.1 Identify learning goals (attitudinal, cognitive, psychomotor)
- 3.2 Identify entry behaviors
 - 3.2.1 Identify learner prerequisite skills needed to accomplish task
 - 3.2.2 Identify learner attitudes needed to accomplish task

4. Environmental Contextual Analysis

- 4.1 Collect context data in performance environment
 - 4.1.1 Interview managers to determine level of support
 - 4.1.2 Interview staff to determine motivation and attitudes toward new task

- 4.1.3 Observe physical aspects of work environment
 - 4.1.3.1 Identify accessibility of computers
 - 4.1.3.2 Identify computer equipment is up-to date for assigned tasks
 - 4.1.3.3 Identify time for completion of required tasks
- 4.2 Identify gaps
- 4.3 Determine compatibility of site with deliverables
- 4.4 Submit to group for approval
- 5. Write performance objectives**
 - 5.1 Review initial project goals to ensure compatibility with intended learners
 - 5.2 Write terminal objectives
 - 5.3 Submit to group for approval
- 6. Review Assessment Items (Pre-determined by NHRMC)**
 - 6.1 Review assessment items to ensure compatibility of intended learners
 - 6.1.2 Evaluate and revise test items as needed
 - 6.1.3 Obtain approval for revisions
- 7. Develop instructional strategies**
 - 7.1 Validate media
 - 7.1.2 Web based
 - 7.1.3 Job aide for smooth completion of task
 - 7.2 Determine sequence and grouping of instructional units
- 8. Determine project layout and design**
 - 8.1 Develop website layout
 - 8.1.1 Develop word processing
 - 8.1.2 Design graphics
 - 8.1.3 Design assessment layout
 - 8.1.4 Design completion certificates and means of forwarding to unit educator
 - 8.2 Develop job aide
 - 8.2.1 Develop word processing
 - 8.2.2 Develop graphics and/or screen prints
 - 8.3 First draft of deliverables completed
- 9. Evaluation of draft site**
 - 9.1 Plan formative evaluation
 - 9.2 Conduct formative evaluation
 - 9.3 Analyze results
 - 9.3 Present results of formative evaluation to group
 - 9.4 Initial evaluation completed
- 10. Awareness Activities**
 - 10.1 Develop materials
 - 10.2 Distribute materials

11. Revise first draft of deliverables

- 11.1 Edited for content
- 11.2 Edited for grammar
- 11.3 Second draft of deliverables completed

12. Conduct formative evaluation of second draft

- 12.1 Formative evaluation planned
- 12.2 Formative evaluation conducted
- 12.3 Deliverables edited for content and grammar
- 12.4 Deliverables submitted for approval
- 12.5 Deliverables approved

13. Final draft of deliverables

- 13.1 Website completed and loaded onto Capslive
- 13.2 Job aide completed

14. Summative evaluation planned