

## Reflection Paper 2

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Paper Due Date: June 24, 2013

<b>1. What have you completed since your last report?</b>			
<i>Task Item [copied from last report]</i>	<i>Completed? If not, tell why and give solution.</i>	<i>Planned Task Duration (hrs)</i>	<i>Actual Task Duration (hrs)</i>
Create the flowchart and Rubric for the Edmodo training activity. Save it in PDF to be downloaded and printed by the learners.	Yes	2 hours	4 hours (2 hours for the flowchart and 2 hours for the Rubric)
Update project plan based on feedback from instructor	Yes	1 hour	1 hour
Begin to work on module 1 by embedding the Edmodo YouTube video to Home page.	Yes	20 minutes	1 hour
Add screen shots with descriptions and indicators/pointers by using Snagit 11 Editor software.	Yes but for Module 1 only	1 hour	3 hours-I had to get familiar with Snagit 11 Editor software first in order to edit screen shots
Proceed with following modules if time permits.	No- not enough time, have many projects in progress from other courses/classes	20 minutes	0 hours- I was able to work and finish with screen shots for Module 1 only
Upload the PDF files of the flowchart and the rubric on the homepage of the training.	No- I created the Flowchart but have not uploaded it to the Online Training yet!	1 hour	0 hours- I haven't uploaded Flowchart and Rubric yet!
Read Assigned Pages to be ready for Class discussions	Yes	1 hour	2 hours
Attend live sessions through Blackboard (on Mondays @ 6pm and Thursdays @6pm)	Yes	2 hours	4 hours and 30 minutes (from June 18 <sup>th</sup> to June 24 <sup>th</sup> )
Write 400-500 word Essay Exam on Project Management/work breakdown structure (WBS) and submit it	Yes	3 hours	4 hours- had to re-read, analyze, write and proofread
Write Reflection #2	Yes	1 hour	1 hour

<i>Estimated chances of on time completion: took 20 hours 30 minutes during this week</i>			
<b>2. What are the project tasks you plan to complete next week? List each task and estimate the time to complete.</b>			
<i>Task Item</i>		<i>Planned Task Duration (hrs)</i>	
Add step by step screen shots for Modules 2 and 3 with descriptions and indicators/pointers by using Snagit 11 Editor software.		3 hours	
Proceed with following modules if time permits.		6 hours	
Upload the PDF files of the flowchart and the rubric on the homepage of the training		1 hour	
Develop and test Weebly template for the course and all modules		1 hour	
Have module 1, 2 and 3 multimedia component ready for SME review		4 hours	
Write and turn in Reflection #3		2 hours	
Meet for class on Mon. & Thurs. on Collaborate at 6:00 p.m.		3 hours	
Deliver Midterm Debriefing on 7/05/13		7 - 12 minutes	
<b>3. What have you learned since you submitted your previous synopsis? In other words, given a second chance, what would you do differently? And, what advice would you give your fellow classmates?</b>			
<p>I have learned to keep track of the timeline; I'm constantly checking it to make sure I don't forget to submit assignments on time.</p> <p>I also learned to make sure I read carefully on the assignment file BEFORE submitting it, to make sure I don't submit the WRONG file. I submitted the wrong file, notified Professor right away, but couldn't re-submit it until the following day (Professor counted it as Late). I understand I have to be more careful next time, especially when is about an attachment on blackboard!</p> <p>I was able to accomplish most of my goals for this past week, but I feel I need to dedicate more time to the modules, especially with the step by step screen shots for they are time consuming.</p>			

## Reflection 2

I feel that this past week I have completed a lot more than expected. Sure I didn't accomplish my entire goal list but, I felt more organized and understood the project structure more than ever before. As I work on this practicum project, I'm realizing all the hard work and dedication an instructional designer has to accomplish in order to obtain the goals and objectives. I have to be constantly analyzing the WBS in order to create a successful online training.

Writing the Project Management Essay Exam helped me to re-read, study and analyze more about the work breakdown structure (WBS). Now I can see clearly how all of the components are connected and still they are broken down in sections to clarify the objectives with activities, deliverables and assessments. This practice will definitely help me create a user-friendly online tutorial to keep the participants actively engaged with the activities. This will help me to achieve my goals and objectives.

However, I know time is precious and even though I have been inputting time to my project, I have to make sure every module is successful. It takes time to capture step by step screen shots and edit them with Snagit 11 Editor software which I'm not very familiar with.

My goals for this week are to dedicate more time to the lesson/deliverables, review the WBS more often to check on cause-and-effect and submit it for evaluation to my SME. After I get the SME feedback I will know if I'm heading to the right direction.

These are the specific goal objectives I will work on this week:

- Add step by step screen shots for Modules 2 and 3 with descriptions and indicators/pointers by using Snagit 11 Editor software.
- Proceed with following modules if time permits.
- Upload the PDF files of the flowchart and the rubric on the homepage of the training
- Develop and test Weebly template for the course and all modules
- Have module 1, 2 and 3 multimedia component ready for SME review
- Write and turn in Reflection #3
- Meet for class on Mon. & Thurs. on Collaborate at 6:00 p.m.
- Prepare and deliver Midterm Debriefing on 7/05/13 through Collaborate at 6:00 p.m.

## Appendix I

### Updated Timeline

#### Timeline

WEEK	DATE	ACTIVITIES/MILESTONES
1	6/12/13	Complete and submit preliminary project plan-Proposal on a PDF file by submitting it to SME through blackboard
2	6/17/13	Review module outlines with SME Begin to design the Weebly page (pick colors, images, buttons, etc.) and save it.
3	6/24/13	Create the flowchart and Rubric for the Edmodo training activity. Save it in PDF to be downloaded and printed by the learners. Update project plan based on feedback from instructor Begin to work on module 1 by embedding the Edmodo YouTube video to Home page. Add screen shots for Module 1 with descriptions and indicators/pointers by using Snagit 11 Editor software.
4	7/01/13	Add step by step screen shots for Modules 2 and 3 with descriptions and indicators/pointers by using Snagit 11 Editor software. Proceed with following modules if time permits. Upload the PDF files of the flowchart and the rubric on the homepage of the training Develop and test Weebly template for the course and all modules Have module 1, 2 and 3 multimedia component ready and email it to Dr. Pan for SME review  Write and turn in Reflection #3  Meet for class on Mon. & Thurs. on Collaborate at 6:00 p.m.  Deliver Midterm Debriefing on 7/05/13
5	7/08/13	Add the screen shots to each module. Start recording instructional videos with Camtasia for each of the Modules  Write and turn in Reflection #4  Meet for class on Mon. & Thurs. on Collaborate at 6:00 p.m.

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6	7/15/13	<p>Create assessments for each module on Polldaddy.com. Embed quizzes to Weebly page in the modules</p> <p>Identify and address any unplanned gaps, issues, remove unnecessary designs or objects that might cause distractions to learners.</p> <p>Write and submit Reflection #5</p> <p>Complete Part II Project: Instructional Solution &amp; Design Document (due 7/15)</p> <p>Meet for class on Mon. &amp; Thurs. on Collaborate at 6:00 p.m.</p>
7	7/22/13	<p>Send final instructional unit to SME for review. Make necessary changes after feedback has been received.</p> <p>Complete Part III : Lessons Learned 1000 word formal writing synopsis.</p> <p>Write and submit Reflection #6</p> <p>Deliver Final Presentation on Blackboard (7/22)</p> <p>Meet for class on Mon. &amp; Thurs. on Collaborate at 6:00 p.m.</p>
8	7/29/13	<p>Meet for class on Mon. on Collaborate at 6:00 p.m.</p> <p>Participants reviews web-based instructional unit</p>

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