ORAU
OAK RIDGE ASSOCIATED UNIVERSITIES

Canberra / Mirion
eLearning Design & Development
Modules 4 & 5

LEARNING PROJECT PLAN

Version 1.0
February 1, 2017

Project Overview

Canberra/Mirion is in the process of converting 40+ courses into an eLearning format for Canberra University's School of Nuclear Measurement in order to provide a more cost efficient way to deliver training. Working with Canberra subject matter experts, ORAU will be converting two eLearning modules (Modules 4 and 5) using Adobe Captivate, as well as gauging scope and logistics for partnering on future module development. ORAU will also make enhancements to Canberra's existing Captivate template and provide instructional design consultation.

Objectives

The objectives of this project are to:

1. Tweak the client's existing Captivate template to make it more efficient for high volume production
2. Produce two engaging eLearning modules that meets the needs of Canberra's audience
3. Identify ways to make the eLearning design/development/production process more cost efficient
4. Establish a great working relationship between Canberra and ORAU resulting in additional module development and consultation on a multi-year project

Scope of Work

Task 1: Programmatic Consulting
Period of Performance: 1/30/17 – 1/29/18

Under this task, ORAU will conduct project management, provide program consulting as related to Canberra's various learning tracks, and optimize Canberra's existing Adobe Captivate template.

Tasks 4 & 5: Converting eLearning Modules 4 & 5
Period of Performance: 1/30/17 – 4/28/17

Under this task, ORAU will provide instructional design recommendations and work with Canberra to finalize course content. Using the assets provided by Canberra, ORAU will then develop, test, and deliver the eLearning courses to the client for delivery on their LMS.

Deliverables

Deliverables include:

- "Optimized" Adobe Captivate template
- Module 4 eLearning course (SCORM compliant)
- Module 5 eLearning course (SCORM compliant)

Assumptions

The following is a list of assumptions for this project:

- Canberra will provide the content for the eLearning modules.
- Canberra will provide narration for the eLearning Modules.
- Canberra will provide all original graphics. Additional graphics can be acquired by ORAU from iStock.com.
- Module 5 will take less production time (cost less) than Module 4 because we will be fine tuning our process and setting up routines that will enable the 2nd and subsequent modules to be done more efficiently. Notes will be made of the process changes between Modules 4 and 5 and a brief lessons learned session will be conducted.

Communications

Targeted communications using a variety of formats will keep stakeholders, management, and team members informed of project status. Formats include:

- Google Drive to mutually upload and download files between Canberra and ORAU, including content, graphics and Captivate files.
- Regular e-mail communications between Laurel Dye and Hope Conway, primary task lead with Canberra. If necessary, additional stakeholders at Canberra and ORAU can be copied on communications.
- Weekly status meetings via web conference with Hope Conway, Doug Van Cleef, and other key Canberra staff, as determined by Canberra/ORAU mutual agreement.
- Other meetings by phone or web conferencing as the need arises and as determined by Canberra and ORAU.
- Monthly status reports documenting current project status and any issues.

Roles and Responsibilities

Role	Responsibility
Group Manager	• Ensure quality standards.

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Eileen Haag	• Monitor cost performance. • Assist in issue resolution, as needed. • Review and approve all deliverables prior to release to client.
Project Manager / Instructional Designer Laurel Dye	• Manage operations to execute production of all deliverables. • Monitor and control schedule, scope, and budget. • Coordinate communications between stakeholders, management, and project staff. • Provide instructional design expertise in development of course content. • Coordinate development schedule. • Ensure quality standards. • Ensure course meets client specifications.
Lead Developer Ken Shelton	• Using Adobe Captivate, assemble/build courses. • Maintain quality standards. • Ensure course meets client specifications.
Multimedia / Graphic Designer Michael Hyneman	• Develop graphics/animations to be assembled in Adobe Captivate courses. • Ensure graphics/animations meet client specifications.
Developer Craig Dorsey	• Optimize existing Adobe Captivate template. • Assist in assembling/building courses, as needed.
Technical Editor / Quality Control Diane Krause	• Provide language recommendations for course content, based on grammar, usage, and consistency. • Test courses after development and provide recommendations based on user experience.

Project Schedule

Due Date	Activities
Task 1: Programmatic Consulting	
Ongoing	Future module planning/Project management
2/3/17	Kickoff/Project Management Plan
2/24/17	**DELIVERABLE: Optimize Captivate template**
2/28/17	February monthly report
3/31/17	Mach monthly report
4/28/17	April monthly report

Due Date	Activities
Task 4: Module 4	
Organize/Analyze	
2/3/17	Finalize learning objectives
2/8/17	Review content for Instructional Design/Language
2/10/17	Finalize content (Canberra)
Design	
2/15/17	Convert content to storyboard for development
Development	
2/15/17	Audio recorded (Canberra)
2/17/17	Audio edited
2/22/17	Graphics created/purchased
3/3/17	Animations created
3/3/17	Frames/slides added to Captivate
3/10/17	Animations added to Captivate
Testing	
3/14/17	Internal QC 1 (technical review)
3/16/17	Update module based on Internal QC 1
3/17/17	Internal QC 2 (design review)
3/22/17	Update module based on Internal QC 2

Due Date	Activities
3/29/17	External review (Canberra)
3/31/17	Update module based on external review
3/31/17	**DELIVERABLE: Module 4 SCORM'd and ready to load into client LMS**

Due Date	Activities
Task 5: Module 5	
Organize/Analyze	
2/17/17	Finalize learning objectives
2/22/17	Review content for Instructional Design/Language
2/24/17	Finalize content (Canberra)
Design	
3/1/17	Convert content to storyboard for development
Development	
3/1/17	Audio recorded (Canberra)
3/3/17	Audio edited
3/8/17	Graphics created/purchased
3/17/17	Animations created
3/17/17	Frames/slides added to Captivate
3/24/17	Animations added to Captivate
Testing	
3/28/17	Internal QC 1 (technical review)
3/31/17	Update module based on Internal QC 1
4/5/17	Internal QC 2 (design review)
4/7/17	Update module based on Internal QC 2
4/14/17	External review (Canberra)
4/19/17	Update module based on external review
4/19/17	**DELIVERABLE: Module 5 SCORM'd and ready to load into client LMS**

Training Introduction

Canberra/Mirion is in the process of converting 40+ in-person training courses into an eLearning format. These courses (currently delivered through Adobe Captivate) are housed and accessed via Canberra's Learning Management System (LMS) - Canberra University (https://elearning.canberra.com/canberra).

Learners are placed on a "Training Trax" based on current skill level and learning goals. This is also called the "Pathways to Expertise" program and currently includes a mix of in-person and online courses.

These trax are:

- ***Fundamentals (F):*** The entry point into Canberra's "Pathways to Expertise" is a set of prerequisite fundamentals courses that provide a solid technical foundation that is essential to the successful completion of each pathway. Placement exams are available to determine if the student may opt out of some or all fundamentals courses.
- ***Technician (T):*** The Technician level enables operation of the subject-related equipment (hardware and software) on a routine basis. This includes the ability to reliably determine the equipment's suitability and readiness for use, operate the equipment in the proper manner for the application, and use the equipment to generate reliable measurement results.
- ***Specialist (S):*** The Specialist level will acquire all of the knowledge of the Technician, plus a thorough understanding of the tools and methods needed to set up the equipment, calibrate it, monitor its performance, and evaluate the defensibility and applicability of the results. In some parts of our industry, personnel with this level of qualification may be called Technologists or Lead Technicians.
- ***Subject Matter Expert (SME):*** The Subject Matter Expert will acquire all of the knowledge of the Specialist, plus an intimate knowledge of the 'inner workings' of the equipment. The SME is qualified to establish the basis for the equipment settings, deploy the equipment in the manner necessary for the application, verify and validate the operation and performance of the equipment, and validate the results generated by the equipment. In some parts of our industry, personnel with this level of qualification may be called Scientists or Senior Scientists.

Modules are subsets of courses. A course will contain, on average, 11 modules. Modules will be around 30 minutes in length, with a course lasting 5.5 to 6 hours.

Based on the complexity of the module, the "Trax" level associated with the module, and the learning objectives desired to be achieved by the target audience, the approach to the eLearning design and development may differ for various modules.

Module 4: Peak Search and Peak Area Calculations

Module 4: Peak Search and Peak Area Calculations is the fourth module of Canberra's "GP-201: Fundamentals of Gamma Spectroscopy" course. Topics include peak locate, peak area calculations, and background subtraction. Topics are conceptual and considered to be at an introductory level. It will include generic reference to brands of software, but Canberra examples may be used for illustration.

Training will be delivered via narrated graphics/animations using Canberra's existing Adobe Captivate template. Each section can be accessed by top-level navigation.

The module is designed to be taken in approximately 30 minutes.

Audience(s) for this Course

- ***PRIMARY:*** **New technologists or supervisory personnel** who need to gain a thorough understanding of the process by which gamma spectrometric measurements are made.
- ***SECONDARY:*** **Experienced technologists** desiring a gamma spectroscopy fundamentals refresher.

Learning Objectives

After completing this module, the primary audience should be able to…

1) Describe some commonly-used methods for locating peaks in spectra.
2) Describe how to calculate the net area for each peak.

Module 4 Outline*

1) Introduction
2) Locating Spectral Peaks – Method 1
3) Locating Spectral Peaks – Method 2
4) Peak Area Calculations
5) Environmental Background Corrections
6) Conclusion

Module 5: Efficiency Calibrations

Module 5: Efficiency Calibrations is the fifth module of Canberra's "GP-201: Fundamentals of Gamma Spectroscopy" course. Topics include the definition of efficiency, counting system efficiency, and methods for performing efficiency calibrations. Topics are conceptual and considered to be at an introductory level. It will include generic reference to brands of software, but Canberra examples may be used for illustration.

Training will be delivered via narrated graphics/animations using Canberra's existing Adobe Captivate template. Each section can be accessed by top-level navigation.

The module is designed to be taken in approximately 30 minutes.

Audience(s) for this Course

- ***PRIMARY:*** **New technologists or supervisory personnel** who need to gain a thorough understanding of the process by which gamma spectrometric measurements are made.
- ***SECONDARY:*** **Experienced technologists** desiring a gamma spectroscopy fundamentals refresher.

Learning Objectives

After completing this module, the primary audience should be able to…

3) Describe the principles of gamma spectrometry efficiency calibrations.
4) Express the importance of calibration by geometry.
5) Apply common efficiency calibrations methods.
6) Describe the calculation of efficiency as a function of energy.

Module 5 Outline*

7) Introduction
8) Definition of Efficiency
9) Efficiency Calibration Sources
10) Traditional Efficiency Calibration Methods
11) Conclusion

**Titles and subjects may be changed, combined, and/or reordered as content is finalized.*