UWIDEC BLENDED LEARNING/ASYNCHRONOUS DELIVERY

PROJECT EXECUTION SCHEDULE FOR 2004/5

Outputs/Components and Activities	Sep'04	Oct'04	Nov'04	Dec'04	Jan'05	Feb'05	Mar'05	Apr'05	May'05	Jun'05	Jul'05	Aug'05
1. Further training of development team, technicians and site-coordinators on asynchronous DE delivery (using course packages containing websites and CDs of lectures). Training to be conducted using the UWIDEC audio teleconferencing network, online courses, email discussion lists and A-Collab. **1.1 Initiate communication with those concerned in the participating countries for scheduling the training.** **1.2 Prepare the schedule, inform all the concerned about it and make the necessary arrangements for implementation (i.e., book network time and venue; secure time release of trainers & trainees, etc.).** **1.3 Implement training.**		─── ─── ────────										
2 Initial training of active (early adopter) DE course writers/coordinators and the on-site tutors at all the centres/sites to enable them to contribute to the production and delivery of asynchronous DE. 2.1 Initiate communication with the RRPs and those trainees concerned at campus and non-/off-campus countries for scheduling the training. 2.2 Prepare the schedule, inform all the concerned about it and make the necessary arrangements for implementation (i.e., book the accommodation for resource persons and trainees; reserve the training venue; arrange the time release of, and travel costs and subsistence for, the trainees; arrange training materials needed, etc.) 2.3 Implement training for writing teams. 2.4 Implement training for delivery teams.		─── ─── ═══ ═══										

Outputs/Components and Activities	Sep'04	Oct'04	Nov'04	Dec'04	Jan'05	Feb'05	Mar'05	Apr'05	May'05	Jun'05	Jul'05	Aug'05
5. In the context of the actual course production, complete the training of DE course writers/ coordinators at all the three campuses in order to prepare them for incorporating the technology into their routine work.												
5.1 Initiate communication with those concerned at campus and non-/off-campus countries for scheduling the training.				▬								
5.2 Prepare the schedule, inform all the concerned about it and make the necessary arrangements for implementation.					▬							
5.3 Implement training (based around the actual task).						▬						
6 Produce and field-test the ten (10) blended learning/ asynchronous courses among distance and classroom learners.												
6.1 Prepare content outlines/structures, sequences, slides, etc.						▬						
6.2 Complete video inputs (e.g., visuals) and drafts of websites.						▬						
6.3 Synchronize various components in various media and produce Master CDs and final websites.							▬					
6.4 Identify various stakeholders to collect feedback on the websites and CDs.					▬							
6.5 Prepare evaluation instruments, and dispatch through various modes/means to about 100 stakeholders by courier & the Internet and 300 by hand.							▬					
6.6 Collect the feedback.								▬				
6.7 Incorporate the suggestions (on the basis of the feedback) and finalize the websites and CDs.									▬	▬		
6.8 Upload websites to Internet and duplicate the CDs to make them part of the instructional system/course package for 2005/6 academic year.											▬	