

TiAn Vetter

INTE 5160 Spring 2015

Learning Contract Assignment (*Redesign of Constant Contact's New Hire Core Training, aka LaunchPad*)

Learner's Objectives	Learning Resources & Strategies	Evidence of Accomplishment	Evaluation Criteria and Validation	Timeline
<p><b>1. Perform a needs assessment within Constant Contact's corporate training program and identify area for improvement</b></p>	<p>1. Meet with upper management to discuss problem areas</p> <p>2. Form two panels for questioning: one with recent new hires and the other with experienced employees</p> <p>3. Participate in current training program with perspective as a new hire</p> <p>4. Use online resources and readings from ILT program</p>	<p>1. Needs assessment completed</p> <p>2. Buy-in from upper management to redesign core new hire</p>	<p>Needs assessment will be validated by gaining buy-in from upper management to redesign core new hire</p>	<p>January 16, 2015</p>
<p><b>2. Identify project team including project manager, content developers, stakeholders, and subject matter experts</b></p>	<p>1. Meet with upper management and brainstorm with coworkers on training team to establish roles and identify stakeholders</p>	<p>1. Fully formed project team with positive identification of stakeholders and SME's</p>	<p>Project team will be validated by upper management</p>	<p>January 23, 2015</p>
<p><b>3. Conduct feasibility study and outline business case</b></p>	<p>1. Meet and brainstorm with project team and upper management</p> <p>2. Use online resources and readings from ILT program</p>	<p>1. Feasibility study completed</p> <p>2. Business case outlined</p>	<p>Feasibility study and business case will be validated by project team</p>	<p>January 30, 2015</p>
<p><b>4. Understand and draft scope statement (including background, problem statement, proposed solution, audience analysis, constraints and requirements, assumptions, exclusions,</b></p>	<p>1. Meet and brainstorm with project team</p> <p>2. Use online resources and readings from ILT program</p>	<p>1. Scope statement completed</p>	<p>Scope statement will be validated by project team and upper management</p>	<p>February 6, 2015</p>

<b>stakeholders and milestones)</b>				
<b>5. Identify project deliverables, produce project plan, develop work breakdown structure, and identify possible project risks</b>	<ol style="list-style-type: none"> <li>1. Meet and brainstorm with project team</li> <li>2. Use online resources and readings from ILT program</li> </ol>	<ol style="list-style-type: none"> <li>1. Project deliverables identified</li> <li>2. Work breakdown structure completed</li> <li>3. Project level plan and schedule completed</li> <li>4. Possible project risks identified</li> </ol>	All work validated by project team and upper management	February 13, 2015
<b>7. Implement 'new' week one of new hire core training (LaunchPad)</b>	<ol style="list-style-type: none"> <li>1. Utilize project team and time management tools</li> </ol>	<ol style="list-style-type: none"> <li>1. LaunchPad successfully implemented with minimal setbacks or problems</li> </ol>	LaunchPad implementation validated by facilitators and new hire trainees with surveys conducted for extensive feedback	April 6, 2015
<b>8. Gain insight into new training program's effectiveness at four day mark, 30 day mark, and 90 day mark</b>	<ol style="list-style-type: none"> <li>1. Meet and brainstorm with project team</li> <li>2. Meet with upper management to discuss areas of inquiry</li> <li>3. Use online resources and readings from ILT program</li> </ol>	<ol style="list-style-type: none"> <li>1. Three surveys designed and ready to be implemented</li> </ol>	Surveys will be validated by project team and upper management and by response rate from new hires	April 9, 2015 May 4, 2015 July 6, 2015
<b>9. Self assessment on different aspects of project management: proper leadership skills with team management, time management, effective communication, and project control</b>	<ol style="list-style-type: none"> <li>1. Use online resources and readings from ILT program</li> <li>2. Utilize current software programs for different elements</li> </ol>	<ol style="list-style-type: none"> <li>1. Project successfully completed with minimal conflict and minimal miscommunication</li> <li>2. Written document reflecting experience throughout project</li> </ol>	Leadership skills validated by upper management and project success and self assessment validated by written reflection	April 6, 2015 July 6, 2015