

**Fall 2006
IPRO 306 Midterm Plan**

Enhancing Psychology Research through Advanced Communications Technology

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1.0. Revised Objectives

The objectives of the IPRO 306 team have not changed from what was initially established.

IPRO 306's overall objective is to augment existing knowledge regarding the patterns and accuracies of retrospective recall of affect in the clinically depressed. This is done by evaluating recall accuracy in the nonhospitalized clinically depressed population and comparing it to that of the nonclinical population. The specific objective of the Fall 2006 semester is to recruit twenty-five depressed and twenty-five nondepressed controls through various forms of advertisement, screen them, train them in the use of PDAs and collect data on their momentary affect rating. It should be noted, however, that only a part of the data will be collected this semester. Data collection may extend into the second semester of this IPRO.

2.0. Results to Date

Recruitment Sub-team:

1. The recruitment team developed a list of over 200 locations where posting of the two recruitment advertisements may be possible.
2. This list was then divided into three different tiers of importance. The first tier included places where the team felt would have the greatest recruitment results and therefore should be the first places visited. The third tier included places that were considered to be the least consequential.
3. Members of the recruitment team wrote a script as a basic guideline of what to say when calling possible posting locations to ask for permission.
4. Once the team discovers which locations allow posting, they would divide the locations up geographically and send small teams to post the ads.
5. The group decided that both the depressed and control groups will be simultaneously recruited.
6. The team decided to wait until the PDA's are received and programmed before posting. This is to ensure that the recruits would not have to wait a long time after they responded to the advertisements so that they do not lose interest.

Screening Sub-team:

1. Rough drafts had been made for the screening phone call. Once possible participants call in and leave a phone number, the team will have to return the call and screen them to make sure they are appropriate for the study. This is an integral part of the IPRO because appropriate participants are needed in order to receive accurate data. Because of this, a lot of time has been put into the script and many drafts had been written. The final draft is now complete.

PDA Sub-team:

1. The PDA team researched different options for PDAs. This included exploring the cheapest, quickest, and best options. The final two options for the PDAs were HP or Palm.
2. All options of software were also explored. This included CAES, ESP, or an Microsoft Excel spreadsheet.
3. The team was able to secure an HP.

4. The PDA team tested all program options and it was discovered that the first option, CAES, would not run. ESP was incompatible with HP and the Excel spreadsheet was inadequate.
5. Options were then brainstormed of either how to try and find a way to fix CAES and get it to run, or other possible software or hardware alternatives. Options included calling the programmer for CAES, seeking help from professors, friends, HP tech support or on-campus resources such as the ARC and OTS.
6. The team was able to obtain Palm Tungsten T2's. Therefore it was decided that the team would use the program ESP. This is the premier program for this type of data collection but was not initially an option since it only runs on Palm.
7. CAES was then tested on a Tungsten T3 that the team had access to. The trial was successful with only a few minor problems that need to be worked out.
8. The Tungsten T2's arrived on October 12 and the team will upload ESP onto them and do a trial run.

IPRO Deliverables:

1. The Project plan was completed by the IPRO deliverables team on time and posted on iKnow and iGroups.
2. It was reviewed by all group members, not just the deliverables group.

Other:

1. Due to a disability, one team member had not been able to attend most of the team meetings. Fortunately, there was progress on his position as a member in the team. The team meetings were tape-recorded and minutes were taken down on carbon paper so that a copy along with the tape of the meeting can be sent to him. Minutes were also updated online and he has been able to access them through iKnow and iGroups.
2. After reading some insightful articles, the team has recently decided to add a new sub-team, the data management team. This team will be responsible for keeping all the collected data organized and safe. This team will also be responsible for calling participants to keep them motivated in the study and to also actively troubleshoot.

3.0. Revised Task / Event Schedule

Recruitment Sub-team Changes:

Although the final recruitment list and the permission script were completed relatively on time, obtaining permission for posting and the actual posting of flyers were put on hold. The team felt that it would be more reasonable to have the PDAs ready to use before actually beginning the recruitment process. Thus, the schedule for the recruitment is delayed.

Screening Sub-team Changes:

Because the recruitment process was put on hold, it is reasonable to have the screening process pushed back also. However, the screening script is finalized and ready to use once recruitment begins.

PDA Sub-team Changes:

The PDA schedule was pushed back due to some uncertainties on the availability of the PDAs. However, the team had been busy researching and testing out several PDA programs to ensure

that it would be as user-friendly as possible. The PDAs arrived on October 12, 2006 and the appropriate changes to the schedule have been implemented.

Data Management Sub-team Changes:

This is a new sub-team added because the team felt it would be helpful in carrying out the study. The sub-team will create information sheets to give to the participants, manage data by organizing it and backing it up, and will follow-up on participants to help keep them motivated.

IPRO Deliverables Sub-teams Changes:

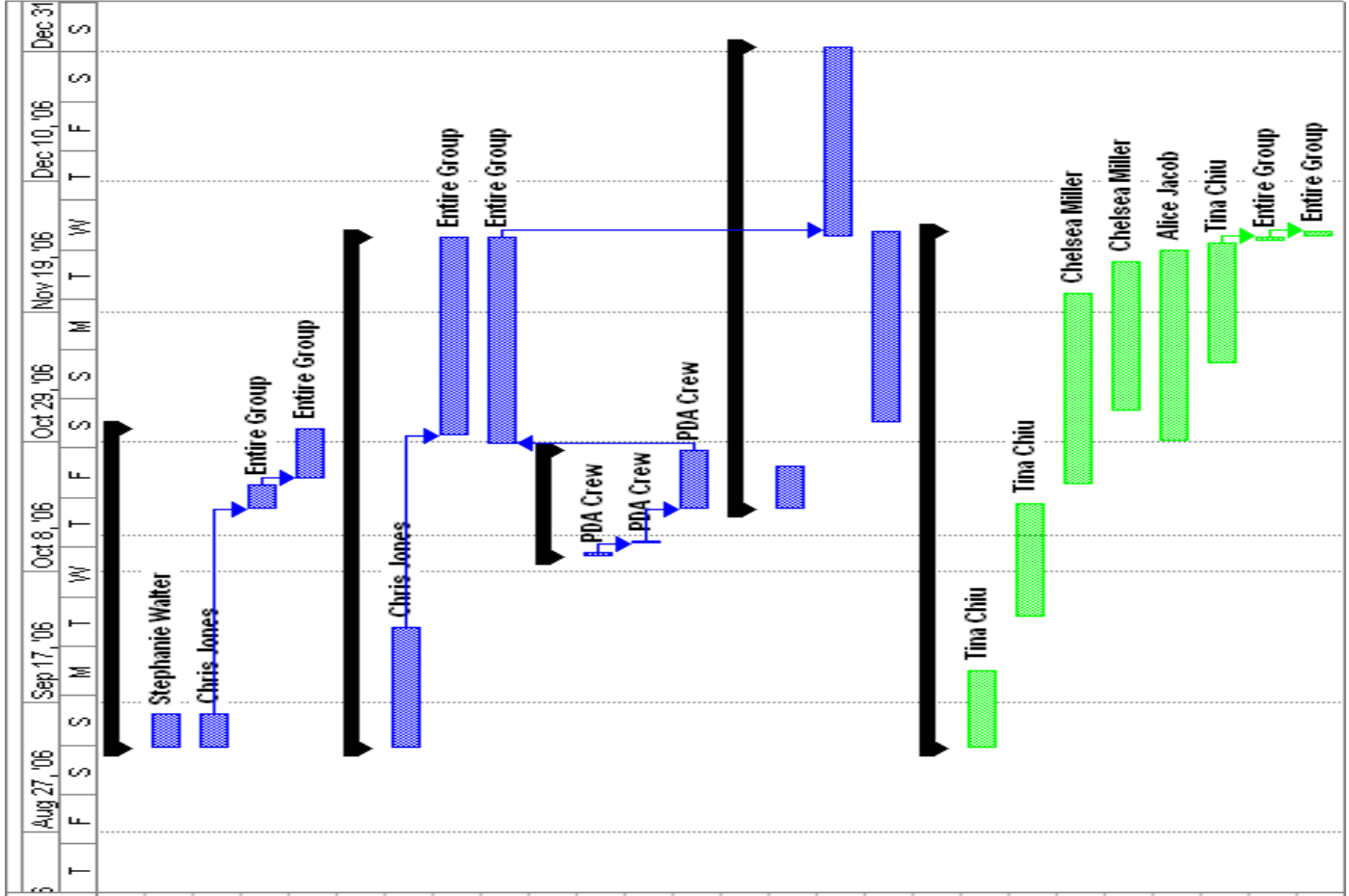
As of now, the three different IPRO deliverable groups do not have any changes to make.

***Denotes changes from the original project plan**

Task	Hours	Start	Finish	Resources	Notes
Recruitment					
Final Recruitment List	6	9/9	9/14	Stephanie	Completed – knowledge of where to call for recruitment opportunities
Permission Script Complete	6	9/9	9/14	Stephanie	Completed – team members would now feel more comfortable with a script when making phone calls to possible recruitment places
Permission for Posting	6	10/18	10/21	Chris, Emma, Stephanie	*changed because the team needed to wait for the PDAs to arrive
Posting	18	10/23	10/30	Entire Team	*changed because the team needed to wait for the PDAs to arrive
Screening					
Screening Script Deadline	6	9/9	9/28	Chelsea, Chris	Completed – team is ready to give interested volunteers a screening over the phone now
Phone Screening	72	10/30	11/15	Alice, Chelsea, Chris, Emma, Tina	*changed because the team needed to wait for the PDAs to arrive
Interviews/ Distribution	72	10/27	12/01	Alice, Chelsea, Chris, Emma, Tina	*changed because the team needed to wait for the PDAs to arrive
PDA					
Confirm delivery/price	1	10/10	10/10	Chris	Completed – helped the team decide the best options

Receive PDAs	1	10/12	10/12	Entire Team	Completed – important; now the study is ready to move forward
Configure and test PDAs	16	10/18	10/27	Entire Team	*changed because the team needed to wait for the PDAs to arrive
Data Management					
Making Information Sheets for participants	2	10/17	10/24	Emma, Kevin, Stephanie, Vlad	*changed because the team needed to wait for the PDAs to arrive
Organize Incoming Data	32	11/01	12/01	Emma, Kevin, Stephanie, Vlad	*changed because the team needed to wait for the PDAs to arrive
Call Participants	32	11/01	12/01	Emma, Kevin, Stephanie, Vlad	*changed because the team needed to wait for the PDAs to arrive
IPRO Deliverables					
Project Plan	12	9/9	9/21	Alice, Emma, Tarek, Tina	Completed
Midterm Report	12	10/1	10/19	Alice, Emma, Tarek, Tina	Completed
Exhibit/Poster	24	11/1	11/21	Chelsea, Emma, Stephanie, Tarek	
Abstract/ Brochure	24	11/10	11/26	Chelsea, Emma, Stephanie, Tarek	
Presentation	36	10/29	11/28	Alice, Chris, Kevin, Tarek	
Final Report	12	11/10	11/29	Alice, Emma, Tarek, Tina	
IPRO Deliverable CD	1	11/30	11/30	Entire Team	
IPRO Day		12/1	12/1	Entire Team	

ID	Task Name	Duration	Start	Finish	Pre/Resource Names
1	Recruitment	52.88 days	Sat 9/9/06	Mon 10/30/06	Stephanie Walter
2	Final Recruitment List	5.75 days	Sat 9/9/06	Thu 9/14/06	Stephanie Walter
3	Permission Script Complete	5.75 days	Sat 9/9/06	Thu 9/14/06	Chris Jones
4	Permission for posting	3.63 days	Wed 10/18/06	Sat 10/21/06	Entire Group
5	Posting	8.13 days	Mon 10/23/06	Mon 10/30/06	Entire Group
6	Screening	84.13 days	Sat 9/9/06	Thu 11/30/06	Chris Jones
7	Screening Script Deadline	20 days	Sat 9/9/06	Thu 9/28/06	Chris Jones
8	Phone Screening	32.25 days	Mon 10/30/06	Thu 11/30/06	Entire Group
9	Interviews/Distribution	34 days	Sat 10/28/06	Thu 11/30/06	Entire Group
10	PDA	18.13 days	Tue 10/10/06	Fri 10/27/06	Chris Jones
11	Confirm delivery/price	0.63 days	Tue 10/10/06	Tue 10/10/06	PDA Crew
12	Receive PDAs	1 day	Thu 10/12/06	Thu 10/12/06	PDA Crew
13	Configure & test PDAs	10 days	Wed 10/18/06	Fri 10/27/06	PDA Crew
14	Data Management	76.13 days?	Tue 10/17/06	Sun 12/31/06	
15	Making information sheets	7 days?	Tue 10/17/06	Tue 10/24/06	
16	Organize incoming data	31.5 days?	Thu 11/30/06	Sun 12/31/06	9
17	Call participants	31.5 days?	Wed 11/1/06	Fri 12/1/06	
18	IPRO Deliverables	85.5 days	Sat 9/9/06	Fri 12/1/06	Entire Group
19	Project Plan	12.88 days	Sat 9/9/06	Thu 9/21/06	Tina Chiu
20	Midterm Report	19.25 days	Sat 9/30/06	Wed 10/18/06	Tina Chiu
21	Exhibit/Poster	21 days	Sat 10/21/06	Tue 11/21/06	Chelsea Miller
22	Abstract/Brochure	17 days	Thu 11/2/06	Sun 11/26/06	Chelsea Miller
23	Presentation	31.5 days	Sun 10/29/06	Tue 11/28/06	Alice Jacob
24	Final Report	20 days	Fri 11/10/06	Wed 11/29/06	Tina Chiu
25	IPRO Deliverable CD	1 day	Thu 11/30/06	Thu 11/30/06	Entire Group
26	IPRO Day	1 day	Fri 12/1/06	Fri 12/1/06	Entire Group



4.0. Updated Task Assignments and Designation of Roles

The overall task assignments, sub-teams, and sub-team task assignments have largely remained the same since the beginning of the IPRO, although there are some changes. After a careful examination on the needs of the study, IPRO 306 has decided to add a new sub-team to the project—the data management team. This sub-team includes Emma Sweikert (the new sub-team leader), Kevin Franke, Stephanie Walter, and Vlad Vilenchik.

Other differences include the PDA sub-team having a new member—Vlad Vilenchik—and the Website group being put on hold.

Given below is a briefing of the various sub-teams and their functions.

Project Manager: Kevin Franke

He has managed all the individual sub-teams and ensured that the teams are on schedule by maintaining effective communication with all sub-team leaders. He has also led the IPRO meetings by bringing up any issues that needed to be discussed.

Recruitment Sub-team:

Team Leader	Stephanie Walter
Team members	Chris Jones, Emma Sweikert
<p>Description: This sub-team was responsible for recruiting volunteers through various forms of advertisement. Stephanie and Chris made a list of the possible places from where participants would be recruited. Since this included a large number of places, in order to compile the list, Emma and all members of the IPRO team contributed lists of places that would allow the IPRO to advertise and recruit for the study. Stephanie then compiled an integrated list and assigned tiers so as to divide the labor of putting up advertisements. This once again will include all members of the IPRO team and not just the sub-team. It is important to note that the recruitment phase of this study will be ongoing through the semester.</p>	

Screening Sub-team:

Team Leader	Chris Jones
Team members	Alice Jacob, Chelsea Miller, Emma Sweikert, Tina Chiu
<p>Description: This sub-team is responsible for making sure volunteers are eligible to participate in the study. Chris Jones was responsible for making a script that will be used in order to screen people who respond to the advertisements. In order to do this, Chelsea and Chris work together to draft a screening script, which was then overlooked by the IPRO team and revised accordingly. The next step requires the sub-team members to have a telephonic conversation with the volunteers who respond to the study, use the screening script, and determine if the participants are indeed eligible for the study. Since the screening will be an ongoing process, it may require the efforts of all the IPRO team members depending on number of respondents and time limitations.</p>	

PDA Sub-team:

Team Leader	Chris Jones
Team members	Chelsea Miller, Stephanie Walter, Vlad Vilenchik
Description: This sub-team is responsible for programming PDAs and working out any possible problems participants might encounter during the study. Chris Jones and his sub-team explored different PDAs and programs that would be useful for the study and informed the IPRO team of the advantages and disadvantages of each. When given the HP iPAQs, Chris was responsible for trying out programs that would be compatible with the iPAQ and altering it to suit it. However, after immense amounts of efforts to find a program that would work on the iPAQ and after exhausting all options proposed by the IPRO team in order to solve this problem, Chris informed the team of how the iPAQ was not a viable option. Thus, after discussing the problems with the advisor, the conclusion was to request funding and buy PDAs with Palm OS 3.5 or higher.	

Data Management Sub-team:

Team Leader	Emma Sweikert
Team members	Kevin Franke, Stephanie Walter, Vlad Vilenchik
Description: This new sub-team is in charge of managing the data collection (including organizing and backing-up the data on a daily basis) and maintaining a good relationship with the participants, including making two phone calls to keep them motivated. In addition, this team will make information sheets for participants to help guide them if any problems arise.	

Project Plan/Midterm Report/Final Report Sub-team:

Team Leader	Tina Chiu
Team members	Tarek Abou-Nemeh, Alice Jacob, Emma Sweikert
Description: This sub-team was responsible for the IPRO deliverables listed above. Tina Chiu assigned the different parts required for each of the deliverables, as laid out by the IPRO office guidelines, to members of the sub-team. Tina and her sub-team worked together to ensure completion of the project plan and midterm report while having the IPRO team give them feedback for possible improvements.	

Exhibit/Poster/Abstract/Brochure Sub-team:

Team Leader	Chelsea Miller
Team members	Tarek Abou-Nemeh, Emma Sweikert Stephanie Walter
Description: This sub-team is responsible for the above listed IPRO deliverables.	

Presentation Sub-team

Team Leader	Alice Jacob
Team members	Tarek Abou-Nemeh, Kevin Franke, Chris Jones
Description: This sub-team is responsible for preparing the presentation that will be used for IPRO day.	

5.0. Barriers and Obstacles

Barriers encountered during the course of the IPRO involve communication between team members and technical difficulties encountered in dealing with equipments required for the study. One of the initial barriers involved the inability to communicate with a member of the IPRO team who was unable to attend meetings because of a disability. The second major obstacle was the difficulty in obtaining equipment like PDAs that could run the program that our team was using.

Each issue was discussed among team members and the team came up with multiple solutions to tackle the obstacles. The first obstacle was resolved by obtaining materials like tape recorders and carbon-copy papers from the Center for Disability Resources and Educational Development, with which the group could record IPRO meetings and minutes. The recorded meetings and copy of the minutes were then mailed to the group member every week. This enabled the group member to have access to the IPRO meetings without having to be physically present during the meetings or having to use a computer.

The second obstacle was initially thought to be resolved by the iPAQs the team received through HP for use in the study. However, on further investigation, it was found that these were inadequate for the use of the study. The ESP program was designed to run on Palm, not HP and thus was incompatible. The IPRO group tried to use CAES as an alternative to ESP, but found that this program was incompatible with the version of iPAQ that the group was using. Since the iPAQ did not support any program with features of ESP, the IPRO office was informed of these problems and agreed to fund 15 PDAs made by Palm.

Remaining barriers include the fact that even after buying the PDAs manufactured by Palm, the group still needs to alter the ESP program to make it run smoothly on that particular version. This requires a testing phase during which the group members will carry around the PDAs and check to see if any difficulties arise during the usage of the PDAs and determine how any glitches can be fixed.

There are also some foreseeable obstacles and barriers. These result from the fact that once the group starts testing the PDAs, we will also be actively recruiting participants for the study. The recruitment and screening phase of the study might include obstacles like an insufficient number of participants in one or both groups of the study. This may occur because of insufficient number of responses to the advertisements that are posted or because respondents fail to fulfill the requirements of the study.