Project Plan

IPRO 320
Teacher Knowledge Share

For the projects[1]:
Teacher Knowledge Share
Church Energy Reporting

Developed for the spring semester, 2009

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[1]tentative names

Information

Creators

IPRO 320 Team

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Abstract

The goal of IPRO 320 is to continue development of an online professional network for school teachers at the kindergarten through twelfth grade level to allow for the sharing of ideas, lesson plans and other professionally relevant information.

This is a continuing project on a functional website that was constructed based on surveys of public school teachers. This semester, the planned approach is to build on the progress made by last semester's IPRO by furthering research and continuing development.

Additionally, we will be outsourcing a portion of our technical resources to other IPRO projects.

Contents

Chapter 1

Team Information

1.1 Roster & Specific Information

Team Members			
Person	**Major/Year**	**Strengths**	**Area of Interest**
Ed Scanlon	CS 4th Year	Organization Document Design	Design Documents
Dmitriy Pindrik	CS 3rd Year	Public Speaking PHP/MySQL/XHTML/CSS Flash	TKS Project Presenting
Dmitriy Vystoskiy	EE/CPE 2nd Year	Graphics UI Design Projet Management DB Management PHP	Church UI Project Management for Church
Mitchell Edwards	AeroEn 4th Year	Leadership Power Point	IPRO Presentations
Zachary Cornelius	ECE 3rd Year	Hardware Programming Linux/Unix Java/C++	Church Project Data Acquisition
Michael Quinn	CS 4th Year	C/C++/C#/Java PHP/Python/SQL Linux	Drupal for TKS
Michael Hogan	CS 3rd Year	Development	Nothing Specific
Stephen Sunderberg	CS 3rd Year	Programming	Hardware coding for Church
Jaeyeon Kihm	CS 4th Year	C/Java/Visual Basic Database Management	Church Project
Julian Hartline	CS 4th Year	HTML/CSS/JavaScript Java/PHP/C++/C/Perl SQL/Drupal	Nothing Specific
Max De-Courten-Myers	CS 3rd Year	C++/Java/SQL Haskell	TKS research
Danielle Dipego	Architecture 4th Year	Photoshop Illustrator Autocad / Autodesk 3DS / Viz / Office	TKS research
Evan Himchak	MBB 4th Year	Powerpoint Photoshop	Research
Mimi Wide	Architecture 4th Year	Graphic Design	Graphics Presentations / Posters

1.2 Identity

1.2.1 Name

Teacher Knowledge Share

1.2.2 Logo

1.2.3 Motto

Where teachers who care come to share.

Chapter 2

Team Purpose and Objectives

2.1 Purpose

The purpose of this semester's work on Teacher Knowledge Share will be to turn the site from a functional system into something deployable.

Techer Knowledge Share provides online resources that will allow teachers throughout the nation to communicate and share lesson plans, thereby increasing the quality of education K-12 students are receiving.

We will also be bringing in projects from other IPROs as we have the ability to do so, though specifics are not set at this time.

2.2 Objectives

In order to meet the purpose of this semester, we have the following objectives.

- Revise TKS look & feel

- Simplify user interface(s)

- Find a better name for the application

- Teacher focus groups to find possible room for improvement

- Select upgrades to the public areas of the site

- Searching for and repairing bugs

- Removing the live chat section of the site

- Implement commenting and article rating systems

- Reorganize lesson plan section

- Implement groups and administrative systems

- Reconsider the purpose and usefullness of the calendar system

- Implement group calendars

- Allow "events" that users can sign up for

- Look into better usability for the calendar system

Chapter 3

Teacher Knowledge Share Background

3.1 Client

The target users for our online teacher network are Chicago area schoolteachers, both Chicago Public Schools and the local parochial schools. CPS has over 600 schools and 435,000 students. CPS students have consistently performed poorly on standardized tests and have a significantly lower college graduation rate than the national average.

3.2 Problem Description

This project will provide an opportunity for teachers to learn from others by sharing their resources and effective practices. However, for a large portion of testing phases we will be attempting to use a much less specific target audience to include any teachers willing to participate. Additionally, we will potentially solicit university or college professors to provide content and assistance on the website.

Our main objective is to continue the development of "Teacher Knowledge Share," a resource that will be used by teachers to share experiences and ideas. It is our plan to improve, test, and market an online network to be used specifically by teachers and potentially other educational faculty (counselors, administrators).

3.3 Potential Solution Technologies

The internet continues to be the main technology used for an online network. Several computer programming tools, such as CMS continue to run the website that contains this network.

3.4 History of Previous Attempts

IPRO 320 is in its 3rd semester. The first semester's work was discarded and re-implemented by the second semester due to lacking in the development product and the research. As the third semester, we plan to continue work that the second semester (last semester) started and improve upon it. Additionally, we plan on using last semesters research to continue development earlier in the semester leaving the latter part of the semester to generate further research, revise development, and prepare our product for subsequent semesters.

3.5 Ethical Issues

Some potential ethical issues we might encounter are those concerning plagiarism and privacy. Several other online teacher networks exist for other school districts. We must ensure that all of our work is our own and not taken from other websites. There are also potential privacy issues when people monitor the teachers forums on the website. We will need to ensure that the website is secure enough to allow only registered users to view the forums. Finally, the survey must be reviewed before it is distributed to ensure that it does not violate rules of the teachers union.

3.6 Business and Social Costs of the Problem

Education systems provide a massively important social service. Strictly, this isn't a massive problem that absolutely must be solved, but anything that improves the education system must improve society overall.

Chapter 4

Team Values Statement

4.1 Team Value Attributes

4.1.1 Contribution

A/A+

Consistently presents relevant research with complete and developed ideas for the direction of the project. Offers well developed documentation of code and work, as well as completes tasks on time. Project work is of high quality and relevant to project direction. Completes or assists in a large portion of the project work.

C+/B

Research is presented, although sometimes incomplete or without associated ideas for direction or project information. Tasks are usually completed on time, although sometimes full documentation of code or work is not available. Work is of lower quality (Code is hackish or uses many workarounds) or not in the direction of the project. Contributes to a moderate portion of project work.

D

Does not present research, or research is irrelevant. Tasks and code are often completed late or are incomplete, and often without documentation. Work does not meet quality standards or does not work (Code f ails unit testing, marketing or advertising to wrong targets or not compete) Contributes to minimal project work.

4.1.2 Initiative

A/A+

Individual takes initiative on a regular basis, completing tasks and assuming responsibilities without being told to do so by another. Additionally, individual takes initiative to leadership roles, identifying and assigning tasks, responsibilities, and roles to others.

C+/B

Individual takes initiative occasionally, completing minor tasks and assuming overlooked roles.

D

Individual never takes initiative and waits to be assigned tasks; wont complete anything without being told to.

4.1.3 Attitude

A/A+

an individual that is positive, polite, courteous, respectful, enthusiastic, and willingness to work towards all team members and the project.

C+/B

an individual that is polite, civil and respectful towards all team members.

D

an individual that is rude, inconsiderate, or disrespectful towards any team member(s); complains about the project and/or a team member(s).

4.1.4 Teamwork

A/A+

This team member always cooperates with the entire team on tasks and gives credit where credit is due. When assigned a large task they properly delegate tasks to individuals by recognizing each persons unique strengths and capabilities. When in a leadership position they never micromanage other members.

C+/B

This person mostly cooperates with the entire team, but sometimes acts without consulting the rest of the members. Delegates authority and tasks but sometimes keeps

too much responsibility and credit for themselves. When in a leadership position they are often effective managers but sometimes over or under manage their team.

D

This team member never cooperates with team members including group discussions. When given a task too large to complete themselves, they do not delegate small sub tasks to anybody else. They never volunteer for or hold management positions

4.1.5 Communication

A/A+

- Communicates in a clear manner.

- Does not spend too much time discussing trifles.

- Listens attentively to what others have to say.

- Encourages discussion.

- Responds to all requests for information (e.g. email) in a timely fashion.

C+/B

- Communicates clearly, but occasionally wastes discussion time on irrelevant or insignificant points.

- Usually listens to what others have to say.

- Responds to the majority of requests in a timely fashion.

D

- Does not communicate clearly (or frequently fails to communicate entirely).

- Fails to listen to others.

- Requests for information are rarely responded to and, when they are, the responses are not timely.

4.1.6 Responsibility / Reliability

A/A+

Does always complete his/her tasks on time, the quality of work is consistently high. Does always attend and actively participates in meetings. Takes full responsibility for the his/her own progress as well as the teams and does also encourage these qualities in others.

C+/B

Does complete most tasks on time with, the quality of work is often high. Does attend most meetings and takes responsibility for his/her own progress and to some extent also the teams.

D

Does rarely complete tasks on time and provides a poor quality of work. Is often absent/late for meetings. Does not take responsibility for his/her own progress nor them teams.

4.2 Conflict Resolution

Any conflicts occuring on a personal level should be dealt with outside of the IPRO and should not cross over and interfere with progress.

When work related conflicts occur, the first step will be to present the conflict to the group as a whole; or at the very least those whom it immediately concerns. The group can then discuss the issue and resolve any lingering conflicts.

Our system of communication will be in place such that any conflicts which may require immediate attention can successully resolved.

Chapter 5

Methodology/ Brainstorm/ Work Breakdown Structure

	Week	3	4	5	6	7	8	9	10
2	Gantt Chart								
3									
4	Conduct focus group								
5	Clear site from all demo posts								
6	Send out tutorial invites								
7									
8	Project Plan	████							
9	- {insert breakdown of project plan}								
10	Midterm Presentation				████				
11	- {insert breakdown of midterm pres}								
12	Abstract/Brochure								
13	- {insert breakdown of brochure}								
14	Poster								
15	Final Presentation								
16									
17	Business Plan (?)								
18	Code of Ethics								
19	Meeting Minutes								
20									
21	D=Dima								
22	J=Julian								
23	Q= Mike Quinn								
24	M = Mike Hogan								
25	TKS Related:								
26	Fix bugs	All							
27	Layout Design?		D, M						
28	--Logo								
29	--Colors								
30	--Template								
31	--Coding		J						
32	Usability Testing						Research		
33	Groups		J						
34	Configure Groups				J				
35	Group Forums				J, Q				
36	Calendar Rework				J, Q, D				
37	Commenting/Rating Lesson plans		Q						
38	Remove Live Chat		J						
39	Administrator/Counselor					J			
40	Public/Group/Private Submissions						Q		
41	Focus Groups						Research		
42	SemiFinal Tweaking of Features							J,Q,D,M	
43	SemiFinal Tweaking of Layout								D,M
44	Final Testing Phase								
45	Final Edits/Tweaks/Fixes								
46	Peliminary Research								
47	CMS Implementation / User Accounts								
48	Stage 1: Relay System	7							
49	1st Client Feedback Meeting								
50	Stage 2: Requested Functionality								
51	2nd Client Meeting								
52	Stage 3: Final UI and Testing								
53	Initial UI								

	Week	12	13	14	15	16
2	Gantt Chart					
3						
4	Conduct focus group					FINAL PRESENTA
5	Clear site from all demo posts					
6	Send out tutorial invites					
7						
8	Project Plan					
9	- {insert breakdown of project plan}					
10	Midterm Presentation					
11	- {insert breakdown of midterm pres}					
12	Abstract/Brochure					
13	- {insert breakdown of brochure}					
14	Poster					
15	Final Presentation					
16						
17	Business Plan (?)					
18	Code of Ethics					
19	Meeting Minutes					
20						
21	D=Dima					
22	J=Julian					
23	Q= Mike Quinn					
24	M = Mike Hogan					
25	TKS Related:					
26	Fix bugs	██	██	██	██	██
27	Layout Design?					
28	--Logo					
29	--Colors					
30	--Template					
31	--Coding					
32	Usability Testing	██	██			
33	Groups					
34	Configure Groups					
35	Group Forums					
36	Calendar Rework					
37	Commenting/Rating Lesson plans					
38	Remove Live Chat					
39	Administrator/Counselor					
40	Public/Group/Private Submissions					
41	Focus Groups	██	██	██	██	██
42	SemiFinal Tweaking of Features					
43	SemiFinal Tweaking of Layout					
44	Final Testing Phase	██	██	██		
45	Final Edits/Tweaks/Fixes	J,Q,D,M	██	██	██	
46	Peliminary Research					
47	CMS Implementation / User Accounts					
48	Stage 1: Relay System					
49	1st Client Feedback Meeting					
50	Stage 2: Requested Functionality	██	██			
51	2nd Client Meeting					
52	Stage 3: Final UI and Testing	██	██			
53	Initial UI					

Chapter 6

Expected Results

6.1 Research and Testing

The primary goals of this will be getting Teachers to use TKS and take our surveys to help us improve it and provide requested features. Feedback on ease of use and receive public usability testing.

6.2 Products of Research and Testing

Meets unit testing standards, and a need for the website.

6.3 Potential Task Outputs

Code - it works Website/graphic design - is functional, user friendly, appealing look Analyze survey results - feedback is acted upon Our work for other IPROs meets their expectations

6.4 Expected Deliverables

-Outlining document -Powerpoint presentation and accompanying speech -Finalized TKS in a pre-sentable/demoable version -Comprised work on other IPROs

6.5 Assumptions, Challenges, & Risks

- A-Teachers like the idea of having this type of product

- A-Teachers will give us feedback

- A-Other IPROs will request our assistance

- C-Getting feedback

- R-Continued work on TKS, though there may not be demand for it

6.6 Expected Results In the Solution

Up and running TKS, fully accessible to anyone at any time and moderated with some consistency. Other IPROs are pleased with the products we provide them with.

Chapter 7

Budget

| Budget		
Category	**Amount**	**Description**
Web Hosting	$150	Hosting for the Teacher Knowledge Share site
Printing	$80	For miscellaneous printing costs throughout the semester
Research Compensation	$400	To purchase items with which research participants may be compensated
Travel	$100	For travel costs involved in performing research
Total	**$730**	

Chapter 8

Task List and Milestones

8.1 Project Task Lists

- Conduct at least one more focus group (Buffalo Grove High School? 40min away)

- Use data to determine if the site is useful.

- Try to persuade teachers to join.

- Clear the site from all the posts we made for the survey tutorial video.

- Fill site with relevant information

- Send out more tutorial invites.

- Again, persuade teachers to join.

- Brainstorm ideas to implement on site. (?)

- Admin & Counselor sections

- Revamp calendar

- Change name

8.2 IPRO Specific Tasks

- Midterm Presentations

- IPRO Day Presentations

8.3 Task Breakdown
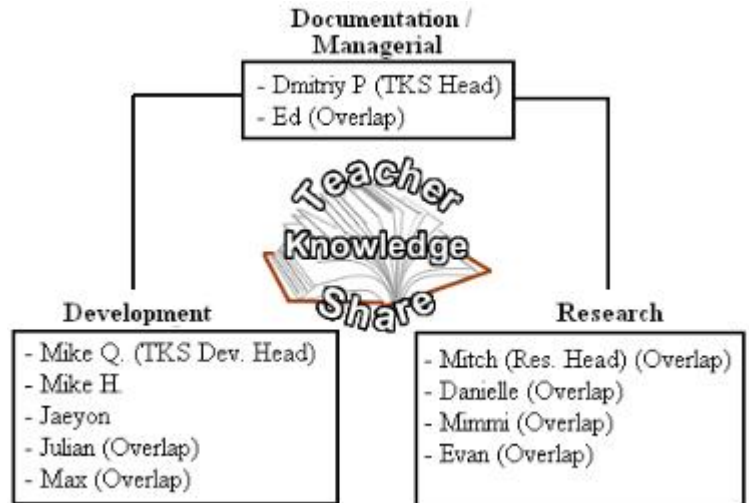
Chapter 9

Individual Member Assignments

9.1 Team Organization & Responsibilities

The overall team is divided into departments. These departments reflect the various aspects of a project like the one we are doing, and those that we expect to assist other groups with.

The main purpose of dividing this way is the desire for a structure that does not depend on the existence of a particular project. It is possible that people may be in multiple departments based on need.

Corporate Style Organization : Departments			
Department	**Development**	**Research & Publications**	**Coordination & Direction**
Area	Coders	Graphics Research Marketing?	Design(not graphic) Management Documentation
Work With	People delegated to projects as needed	People delegated to projects as needed	All project teams simultaneously

9.1.1 Development

Development refers to the process of writing actual code. People in this department are primarily coders and testers.

In this case, it makes sense to create a development team for each project. Of course, people can be on multiple teams if it becomes necessary or makes sense.

This department will also contain one or two people designated as "cross functional specialists". These people work with either(any) project as needed.

9.1.2 Research & Publications

The main tasks of this section include graphics, research, and creating presentation material (IPRO day, midterm presentations, etc). The members include people who can work with graphics, and people who work with any person(s) outside of the IPRO itself. This means both presentations and research.

This section, while having different areas that it is responsible for, will not be assigning people to those areas specifically (in contrast to development, where members are assigned to projects). The various areas in this department are fluid enough in most cases that most members will be in most sections most of the time.

9.1.3 Coordination & Direction

The purpose of this group is mostly management. This will likely include people who do some work in other groups. Management on this team will coordinate projects between the other two departments.

Management will ensure that the other departments and project teams (within the departments) have what they need to keep going. This is also where responsibility lies for monetary requests (if such a thing becomes necessary).

Design, in the sense listed here, refers to application design, project design, information design, and so on, but not graphic design, which belongs in the Research & Publications department.

9.2 Leadership

The general manager is a member of the Coordination & Direction team. There is only one general manager, and this person is responsible mostly for coordination and communication between teams and projects.

This team also includes the managers for each project taken on by the IPRO. These project managers are mainly responsible for their individual projects, but can go to the general manager if help is needed.

9.3 Individual Member Responsibilities

The team is divided up according to the following table.

Corporate Style Organization :			
Dept.	**Development**	**Research & Publications**	**Coordination & Direction**
Members	Michael Quinn(proj. dev. head) Michael Hogan Zach Cornelius(proj. dev. head) Stephen Sundberg Jaeyeon Kihm Julian Hartline(XFS) Max De Courten-Myers(XFS)	Mitchell Edwards(dept. head) Danielle Dipego Mimi Wide Evan Himchak	Ed Scanlon (gen. mngr, design) Dmitriy Pindrik(proj. mngr) Dmitriy Vysotskiy(proj. mngr)

The project managers are noted. They are development members since the Research & Publications department and Coordination & Direction department are not divided by individual projects.

The development department also has two members listed as "XFS". These people are "cross-functional specialists". They work somewhat on each team in order to ensure that we have properly balanced workloads.

The Research & Publications department has a department head. This person is the point of contact for this department.

Chapter 10

Designation of Roles

10.1 Meeting Roles

Roles : Meeting	
Role	**Person**
Minute Taker	Mike Quinn
Agenda Maker	Dmitriy Pindrik
Time Keeper	Julian Hartline

10.2 Status Roles

Roles : Status	
Role	**Person**
Timesheet Collector	Steve Sundeberg
Master Schedule Maker	Ed Scanlon
iGroups	Max D-C-M

Bibliography

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