Client Pressure for Speed

We have an old saying in this business, you can have something GOOD, FAST, and CHEAP, but **you can only pick 2**.” You can have something:

- **Good and Cheap**, but it won’t be fast.
- **Good and Fast**, but it won’t be cheap. You can have something
- **Fast and Cheap**, but it won’t be good.

Use this if you are pressured to give a quick answer to the ultimate question, “How much is it and how long will it take?”

On the next pages are reminders of ONE way to organize your first project using a flexible ADDIE approach.

Get SCRUM certified as quickly as possible and apply Agile development procedures as soon as you can.
Use this page to determine tasks for this ADDIE phase.

Using ADDIE Headings—Analysis

- **Analysis** (after all negotiations complete)
  - Kick-Off Meeting and other Meetings (Travel Involved? Who goes?)
  - Receive CFI/CFM or GFI/GFM (Who and how long?)
  - Study CFI (or GFI or GFM or CFM) (Who and how long?)
  - Deliver report of CFI completeness. (Writing time? Travel Involved?)
  - Define Problem: Conduct Survey (Focus Groups or Questionnaires, *Infrastructure* Study?)
  - Analyze Data to define problem and determine tasks for learning
  - Target audience analysis (Focus Groups, Surveys, Questionnaires)
  - Break down the job into tasks then to skills and knowledge
  - Develop Motif for web-, computer-based frames. (Graphic Designer)
  - Editor reviews deliverables (Analysis of Data, TAA,)
  - IPR to review analysis (One or more?)
  - Revision of Deliverables and resubmission
Use this page to determine tasks for this ADDIE phase.

Using ADDIE Headings--Design

• Design
  – Develop objectives and test items.
  – Determine sequence of instruction (simple to difficult)
  – Determine instructional strategies/methods (Use Gagne’s 9 events)
  – Revision of deliverables
  – Select Motif from Graphic Design alternatives.
  – Develop content/script and storyboards
  – Develop course design guide
  – Editor reviews deliverables (Objectives and test Items.)
  – IPR or send to Client for approval. (how long for approval?)
  – Revision based on Client comments.
Use this page to determine tasks for this ADDIE phase.

**Using ADDIE Headings--Development**

- **Development**
  - Develop video shot list and shooting schedule (from what?)
  - Develop photography shot list and shooting schedule
  - Obtain/Develop Graphics (Graphic Design team.)
  - **Begin Authoring Lesson(s)?**
  - Develop animation list for Animator
  - Video Shoot (When, where, cost?)
  - Photography Shoot
  - Create Animations
  - **Begin or Continue Authoring Lesson(s)?**
  - Alpha Test—Internal to check functionality, grammar, and spelling.
  - Beta Test –External with members of target audience or reasonable facsimile.
  - IPR and Approval
  - Revision of Lessons.
  - Approval and Publish lessons (Mass Production at CD provider)
Use this page to determine tasks for this ADDIE phase.

**Using ADDIE Headings—Implementation**

- **Implementation**
  - Inspect Client Infrastructure against Recommendations made in Analysis Phase infrastructure study
  - Install hardware and software
  - Ensure all additional hardware is in place.
  - Ensure all resources (physical and virtual) are in place
  - Oversee one iteration of course.
    - Gather data to determine if learners gained anything from instruction.
    - Gather data with which to make revisions.
Evaluations You May Plan For

- **Formative Evaluation**
  - IPR Checks
  - Peer Assessment
  - Alpha and Beta tests

- **Summative** (Donald Kirkpatrick’s Four Levels)
  1. Student Reaction
  2. Student Learning after lessons
  3. Student Behavior on the job
  4. Results (effects on the organization as a result of training)