

eLearning, Inc.

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Project Scope

eLearning, Inc.

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Project Scope

PROJECT TITLE	
Name	Innovative Learning Solutions, Inc. MBA for Healthcare Professionals
Description	We will develop a series of engaging, self-paced e-learning courses for health care professionals—mainly nurse practitioners—who work in the field and cannot attend an in-person MBA program to obtain skills in managing health care organizations.
Sponsor	eLearning Solutions, Inc. is budgeting \$100,000 for the development of a prototype course. Additional funding is available if required but must be justified. The \$100,000 includes time for the Project Manager.
Project Manager	Morgan Culp
Project Team Resources	A panel of specialists who work in health care administration. These specialists represent a variety of health care companies and include both business specialists and physicians. The project also has access to an Instructional Team with members that include a Videographer, graphic designer, multimedia specialist, Subject Matter Specialist, instructional designer, copy editor.

1.0 PROJECT SCOPE DESCRIPTION
Develop a series of e-learning courses for health care professionals. Specifically, they are interested in developing an MBA for health care professionals. They would like the courses to target nurse practitioners that are unable to attend traditional courses given their erratic schedules. The courses will be interactive and engaging while allowing students to work at their own pace when they so choose on their own time. The first course will be titled Health Care Leadership Strategies and will serve as the prototype. We have an initial targeted enrollment of 30 students, with sustained growth over a period of a minimum of three years. Student evaluations will be collected and analyzed.

2.0 CUSTOMER REQUIREMENTS
REQUIREMENT(S)
Offer a series of courses to busy nurse practitioners so that they can maintain their skills relative to managing health care organizations
The courses must include a variety of engaging, and active learning media elements.
Online and self-paced (non-cohort.)
Open entry/open exit (no set start time or conclusion.)

3.0 STATEMENT OF WORK (SOW)

This vision includes the following key objectives:

Offer a series of courses to busy nurse practitioners so that they can maintain their skills relative to managing health care organizations.

This first course entitled Health Care Leadership Strategies will serve as a prototype.

Project Scope

Analysis Phase	
	Develop a series of e-learning courses for health care professionals. Specifically, they are interested in developing an MBA for health care professionals.
	The courses will target nurse practitioners that are unable to attend traditional courses given their erratic schedules. The courses should offer engaging, and active learning media elements.
	These courses will be self-paced (non-cohort) and online with open entry/open exit with no set start time or conclusion.
Design Phase	
	The Instructional design team will work with and learn from a panel of specialists who work in health care administration. These specialists represent a variety of health care companies and include both business specialists and physicians and will represent our SMEs.
	Articulate 360's Storyline feature will be used to create a series of courses to busy nurse practitioners so that they can maintain their skills relative to managing health care organizations. The courses will be self-paced and open entry/exit.
	The Instructional team members: Videographer, graphic designer, multimedia specialist, Subject Matter Specialist, instructional designer, copy editor would work together to create the engaging elements.
Implementation Phase	
	The first course: Health Care Leadership Strategies will be completed and given to an initial targeted enrollment of 30 students, with sustained growth over a period of a minimum of three years. Student evaluations will be collected and analyzed.
Readiness Phase	
	Assessment of the course will be completed competency-based using SME graders.
Rollout	
	Evaluations will be conducted to see if they would like us to create additional courses.

4.0 PROJECT DELIVERABLES	
Name	Description
Project Scope Document	An in-depth document designed by the project manager to define the variables of the project that will be completed by the end of the timeline (what is in scope) and also defines areas that are not required (what is out of scope.)
eLearning Plan	Our eLearning plan will be designed by our design team with the guidance and knowledge of our Subject Matter Experts who actively work in the healthcare field.
Course Prototype	Created by our design team and Instructional designer, the team will develop a series of engaging, self-paced e-learning courses for health care professionals—mainly nurse practitioners—who work in the field and cannot attend an in-person MBA program to obtain skills in managing health care organizations.
Feedback Forms	Feedback forms will be sent to our group of nurse practitioners during the trial and testing phase of our modules. We will read all feedback and change anything within the content or technology aspects or the modules to ensure that we have a successful course that appeals to health care professionals looking to obtain an MBA online at their own pace and on their own schedule.
Project Paraphernalia	Because we are creating an online education module, we hope to eliminate any additional waste that would be caused from excess printing and print advertising. We will have students purchase online textbooks that correlate with each course and market digitally using social media and commercials.
Final Project	A developed MBA online course for health care professionals. The courses will target nurse practitioners that are unable to attend traditional courses given their erratic schedules. The courses will include a variety of "engaging, active learning media elements." When successful, this will be the first course of several that will be developed by the company. This first course entitled Health Care Leadership Strategies will serve as a prototype.

5.0 PROJECT TIMELINE				
Project Phase	Deliverable	Start Date	End Date	Total Hours Days
Analysis Phase	Project Scope, Project Budget, Assigning roles and work hours	6/27/2022	7/07/2022	6 days or 48hrs
Design Phase	Create the eLearning Plan, design the structure of modules with SME	7/07/2022	9/20/2022	55 days or 440 hours
Implementation Phase	Launch the trial with nurse practitioners, deliverable would be surveys from nurse practitioners after taking trial course	9/20/2022	9/30/2022	10 days or 80 hours
Readiness Phase	Assess feedback and produce necessary changes based off of feedback provided in trial run- deliverable would be the finalized course	9/30/2022	10/17/2022	15 days or 120 hours
Rollout	Market to nurse practitioners and get our info about the MBA program out into hospitals. Allow students to register and begin modules at their own pace in their own schedules.	10/17/2022	11/11/2022	42 days or 336 hours
Final Survey	Send final survey to all students and participants in course to get statistics on how engaging, effective, helpful, and desirable program is.	10/18/2022	12/01/2022	35 days or 280 hours
TOTAL	Final MBA online program for health practitioners	6/27/2022	12/01/2022	143 work days or 1,144 work hours

6.0 ACCEPTANCE CRITERIA

Name	Description
Technical Performance	Create and implement an engaging, online and self-paced series of MBA courses for nurse practitioners and health care professionals. Resources such as a videographer, graphic designer, multimedia specialist, Subject Matter Specialist, instructional designer, or copy editor may be used.
Learner satisfaction	Learners will be engaged on an interactive e-Learning platform and graded by SME graders.
Knowledge Transfer	Students must be healthcare professionals or nurse practitioners seeking an MBA online due to their busy schedules.
Recommendation	Using a program such as Articulate 360 to create these courses.

7.0 WORK BREAKDOWN STRUCTURE

Item	Task Type	Description of Task	Responsibility	Deliverable
1	Main Task	Develop Project scope	PM	Scope document
1.1	Sub Task	Determine finite list of what is in scope	PM	In-scope variables
1.2	Sub Task	Determine what will be out of scope	PM	Out of scope variables
2	Main Task	Create Budget	PM	Budget Document
2.1	Sub Task	eLearning Solutions, Inc. is budgeting \$100,000 for the development of a prototype course. Determine how this must be split.	Sponsor and PM	Budgeting doc
2.2	Sub Task	See if there is any need for additional funding and justify those means	Stakeholders/PM	Budget Doc
2.3	Sub Task	Finalize budget with each department of the project	PM	Budget Doc
3	Main Task	Create the eLearning plan	PM/SMEs	eLearning Plan
3.1	Sub Task	Develop information for a series of e-learning courses for health care professionals. Specifically, they are interested in developing an MBA for health care professionals.	SME	Info for modules
3.2	Sub Task	Ensure needs are being met for nurse practitioners through task analysis	SME/PM	Needs and task analysis
3.3	Sub Task	Create the schedule and assign specific work	PM	schedule
3.4	Sub Task	Once the content is created, it will be given to our design team	PM	Content for modules

4	Main Task	Design of course	Design Team	Modules
4.1	Sub Task	ID formats information into a learning eModule	ID	Module
4.2	Sub Task	Designer comes in to add interactive elements	Designer	Interactive elements
4.3	Sub Task	IT tests platform for any technological issues	IT	Tech test run
4.4	Sub Task	SME proofreads all content to assure accuracy.	SME	Accuracy check
5	Main Task	Check progress	PM	Progress report
5.1	Sub Task	Regroup with panel of specialists who work in health care admin	PM	Meeting
5.2	Sub Task	Get active feedback from health professionals	PM	Feedback
6	Main Task	Project Roll-out	PM	Roll-out
6.1	Sub Task	Work with marketing team to best strategize how to get the info to nurse practitioners	Marketing	Marketing Plan
6.2	Sub Task	Develop communication to share information of the new eLearning product	Digital Marketing	Advertise
6.3	Sub Task	Allow students to register and begin working at their own pace and own time	Subjects	Initial registration
6.4	Sub Task	Limit number of participants for first roll-out to gain feedback	Subjects	Feedback
7	Main Task	Final Survey	PM	Final Survey
7.1	Sub Task	Send survey to all participants to gauge interest and effect within healthcare world	PM	Survey
7.2	Sub Task	Make necessary changes and edits based on feedback	PM/Design Team	Feedback
7.3	Sub Task	Send module to new set of students	Students	Updated Module

8.0 PROJECT BOUNDARIES

Resource Boundaries

Technology outages, lack of SMEs, lack of funding, older technology

Delivery Boundaries

Technology outages, differences in backgrounds within team, differences in platform type and familiarity amongst design team, marketing to wrong group, delayed information

Environmental Boundaries

Natural disaster delaying production, location for each team member to complete their work, access to internet and wifi to complete project, transportation to and from meetings

Budgetary Boundaries

Only a fixed budget from eLearning Solutions, Inc. \$100,000 for the development of a prototype course. Determine how this must be split and if any additional funding may be allotted if needed.

Functional Boundaries

Team might have to work through conflicts and find ways to have a healthy work/life balance. Team members might be used to functioning in a different work environment with differing learning styles and team structure preferences.

9.0 PROJECT ASSUMPTIONS**Resource Assumptions**

We assume that we will be capable of allocating the necessary team members: Project Manager, Instructional Designer, one or more graphic designers, a plethora of subject matter experts, nurse practitioners, sponsors, potential videographers, marketing manager, social media promoter, etc.

We assume that we will be granted access to work with health care professionals, doctors, professors, and nurses following the COVID-19 guidelines.

We assume we will have access to necessary equipment.

We assume we will have access to an eLearning platform to create instruction.

We assume we will have steady and reliable internet access.

Delivery Assumptions

We assume the course will be delivered remotely.

We assume learners will be able to self-regulate and motivate to take an asynchronous course online.

We assume our design team will add interactive and engaging elements to instruction.

We assume we will be able to stick to our timeline and have an on-time roll-out.

We assume learners will be willing and able to fill out and send us their feedback on the delivery via our survey.

Environmental Assumptions

We assume weather will permit for our in-person meetings.

We assume weather will not knock out power for extended periods of time to inhibit our ability to work online.

We assume all team members will be healthy and able to complete their assigned work.

Budgetary Assumptions

We can assume our budget is limited to the \$100,000 for the development of a prototype course from eLearning Solutions, Inc.

We assume we might be able to come in just under budget to provide a safety net for any additional charges that may arise.

We assume we will be capable of paying all staff in time for their work.

We assume we will not have to work additional hours and be lacking funds.

Functional Assumptions

We assume our team will get along.

We assume our team will remain professional.

We assume we will have a positive team structure and attitudes ready to work.

We assume our modules will function as designed.

We assume that our modules will be capable of being produced, shared, and taken as courses.

10.0 RISKS & CONSTRAINTS

Risk	Likelihood of Occurrence	Severity Degree of Impact	Responsibility	Mitigation/Response Plan
Team getting COVID-19	M	H	Each member of the team is at risk and healthcare practitioners especially.	Plan for mainly remote meetings and ensure all members are taking the right precautions to not spread the virus and keep themselves and others healthy. Mask wearing, avoiding crowds, washing hands.
Technology challenges	H	M	ID	Have back up options for software ID is using and continuously save projects. Have IT department on speed dial in case there are questions. Back up information to network drive, save to multiple devices.
Lack of interest in MBA	L	H	Marketing Manager	Ensure marketing team is in contact with nurse practitioners and other health care professionals who would be interested in an engaging online MBA program. Create a thorough marketing plan well before project roll-out, have multiple "test groups" before roll-out to test which audiences are more engaged in project.

Timeline too short	L	M	PM	Have constant communication and updates for stakeholders to make sure everyone is well aware of time constraints. Create in-depth project scope sharing what is "in" and what is "out." Account for more time than necessary for each task to leave more room if we need to fill it.
Tight Budget	L	M	PM	Remove additional costly resources for services that can be done "in-house," make owner aware of specific issues in budget and assess if there is any additional funding. Define budget in project scope, talk to owner in advance about elements that could cause a foreseeable increase in price due to lack of inventory or other additional factors.

11.0 APPROVAL

Final Project Scope Document approved by Project Manager Morgan Culp on 6/30/2022

Morgan Culp 6/30/2022