

Project Scope Statement

Project Objective

To design and develop 1.5 hours of Web-based training (WBT) within 4 months with a budget not to exceed \$50,000.00 for the United States Department of Agriculture (USDA).

Deliverables

Three training modules on USDA's performance management system:

1. Performance Management – An Overview (~45 minutes)
2. Writing Performance Objectives (~20 minutes)
3. Performance Management for Supervisors (~25 minutes)

Users

All USDA employees will be required to take the Performance Management training. Supervisors will complete all three modules and non-supervisors will complete modules 1 and 2 only.

Milestones

1. Project Kick-Off Meeting – May 1
2. Project Management Plan Review – May 15
3. Design Plan Review – May 29
4. Storyboard Review – June 26
5. Alpha Review – July 31
6. Beta Review – August 14
7. Final Delivery – August 28

Technical Requirements

The WBT must meet the following technical requirements:

- Section 508 compliant
- SCORM 1.2 conformant
- Compatible with USDA's Learning Management System (LMS)
- Development tools may include: Adobe Captivate 5.5, Flash 10

Assumptions

- The WBT will be based off of existing Instructor-led training (ILT) materials.
- USDA will provide the ILT materials at the Project Kick-Off Meeting.
- USDA will provide a Subject Matter Expert (SME) for consultation during course design and development.
- All content will be narrated.

Customer Review

Director of USDA's Training Center
