

Sydnei Mayers
Dr. Bremen Vance
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Project Plan & Evaluation Metrics: Eye & Hearing Protection

Team 1: Katy Koenen, Sydnei Mayers, Addison Garman, & Elle Sladek

Purpose

The purpose of this test plan is to provide our team with detailed information regarding our management strategy, resources required, objectives, and evaluation metrics needed for the success of the Eye & Hearing Protection Multimedia Project. This test plan will serve as a point of reference throughout the entire project and will help keep our team on track, as well as prevent the team from straying away from our overall goal.

Project Overview

To improve the pre-existing online Eye Protection & Hearing Conservation training course, our team plans to create complementary training videos that will be embedded in the online course. The complementary online training videos would fill a gap in knowledge and skills. The online training video would include text, graphics, video demonstrations, pictures, and audio, amongst other things.

Complementary Eye & Hearing Protection Training Videos

The target audience is GTC electrical technicians and other professionals who could be exposed to loud noises or eye injuries in the field. Here are a few topics covered in the course that complementary videos could enhance the section:

- Hearing loss symptoms (less than 2 minutes)
- Hearing prevention (less than 3 minutes)
- Steps to using an eyewash station (less than 3 minutes)

Project Team

The project team consists of four members, each with a unique role to play in the project. Team members were allowed to share their personal strengths and interests, allowing each team member to contribute to the project in their own way. Below in Table 1 are each team member's name, top strengths and skills, and roles and responsibilities.

Table 1*Team Member Information*

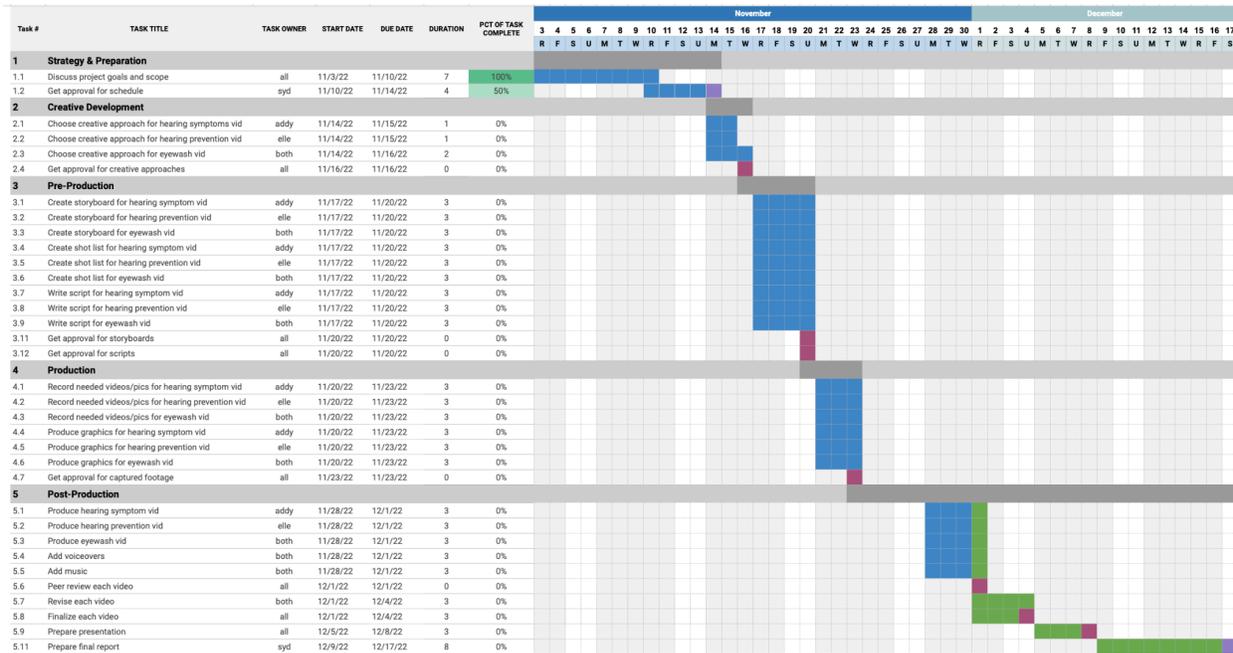
Name	Role & Responsibilities	Top Strengths & Skills
Sydnei Mayers	<p><i>Project Manager:</i></p> <ul style="list-style-type: none"> ● Distributes work ● Provides support to ensure project success ● Establishes communication channels ● Ensures all deliverables meet or exceed expectations ● Ensures all milestones meet the given deadlines ● Resolves any issues that may arise 	<p>Sydnei is organized, focused, and goal-oriented. Additionally, she has prior experience with project management. Sydnei is a graduate of Mercer University with a Bachelor of Science in Technical Communication and is currently a 4+1 candidate for the Master of Science in Technical Communication Management.</p>
Katy Koenen	<p><i>Assistant Project Manager:</i></p> <ul style="list-style-type: none"> ● Assists with work distribution ● Assists with project oversight. 	<p>Katy Koenen is driven, experienced, and a natural leader. Katy is a Certified Professional Technical Communicator. In addition, she is a Senior Technical Writer working toward her Master of Science degree in Technical Communication Management.</p>
Addison Garman	<p><i>Multimedia Specialist:</i></p> <ul style="list-style-type: none"> ● Develops Hearing Loss Symptoms video ● Peer Reviews multimedia products for another teammate ● Helps produce a reenactment video of Steps to Using an Eyewash Station ● Creates multimedia products that align with project goals. 	<p>Addison is self-motivated, hardworking, and detail-oriented. Her area of expertise falls under the writing, editing, and user-centered design of communication artifacts. Addison Garman is working toward her Bachelor of Science in Technical Communication.</p>
Elle Sladek	<p><i>Multimedia Specialist:</i></p> <ul style="list-style-type: none"> ● Develops Hearing Loss Prevention video ● Peer Reviews multimedia products for another teammate ● Helps produce reenactment video of Steps to Using an Eyewash Station ● Creates multimedia products that align with project goals 	<p>Elle is perfectionistic, a problem solver, and a team player. She has experience with editing as well as creating digital stories. Elle Sladek is working toward her Bachelor of Science in Technical Communication.</p>

Tasks and Management Strategy

The team will manage its tasks and track progress through the Gantt chart located in a shared Google Spreadsheet. Refer to Figure 1 below for a visual timeline that allows you to see details about each task and project dependencies.

Figure 1

Eye & Hearing Protection Multimedia Project Gantt Chart



Note. The tasks are divided into the five milestones discussed in the Problem, Deliverables, and Milestones document. Burgundy squares represent important approval dates for the team.

Resources Required

The resources required for this project are minimal. The three videos will be developed using the following equipment: an iPhone camera, Nikon D3300, and a laptop. The required software is Microsoft PowerPoint and Adobe Rush. The software is available to the development team in Mercer's School of Engineering computer lab.

The budget for this project is zero dollars. Further, the software and equipment are already owned or available to Mercer students for free. No external talent is needed to complete this project because the team's time dedicated to project development is covered by the out-of-class time required by accreditation standards.

Evaluation Metrics

This project will be evaluated using four different metrics that rate the overall project objectives (Appendix A), the quality of the product (Appendix B), the team's performance

(Appendix C), and the manager's performance (Appendix D). The goal of this project is to produce three videos that complement the material covered in the pre-existing Eye Protection & Hearing Conservation online course.

Conclusion

In conclusion, Team 1 will develop three complementary videos for the pre-existing Eye Protection & Hearing Conservation online course. Each of the four teammates has different backgrounds and skills to offer, which plays a large role to play in order to ensure a successful project. All of the tasks have been categorized into five stages—strategy and preparation, creative development, pre-production, production, and post-production. The tasks will be managed and tracked through a Gantt chart in a shared Google spreadsheet. The required resources are minimal and free. Lastly, this project will be evaluated using four rubrics that rate the overall project objectives, the quality of the product, the team's performance, and the manager's performance.

Appendix A. Project Objectives

Multimedia Project Objectives Rubric				
	3- Strong	2- Satisfactory	1- Weak	Score
Product Success	Product success average score is greater than 2.5.	Product success average score is between 2-2.5.	Product success average score is less than 2.	
Team Success	Team success average score is greater than 2.5.	Product success average score is between 2-2.5.	Team success average score is less than 2.	
Management Success	Management success average score is greater than 2.5.	Management success average score is between 2-2.5.	Management success average score is less than 2.	
			Average Score:	

Note. The Multimedia Project Objective rubric must be completed after completing the other three rubrics.

Appendix B. Product Success Criteria

Multimedia Product Success Rubric				
	3- Strong	2- Satisfactory	1- Weak	Score
Usability	Video length is between 2-3.5 minutes. Provides next steps. All titles or other text added to the video are accurate and grammatically correct.	Video length is between 3.5-4.5 minutes. All titles or other text added to the video are accurate and almost entirely grammatically correct.	Video length is less than 2 minutes or longer than 4.5 minutes. All titles or other text added to the video are inaccurate and grammatically incorrect.	
Image & Audio Quality	Video is well-lit. All shots are focused and well-framed. All audios are consistently audible throughout the entire video. No background noise, breaks, skips, hissing, etc.	Video is well-lit. All shots should be focused and well-framed. All audios are consistently audible throughout most of the video. Minimal background noise, breaks, skips, hissing, etc.	Video is poorly lit. Shots are unfocused. A lot of background noise, breaks, skips, hissing, etc.	
Use of Graphics & Video Effects	Graphics or animations are professional, appropriate, and necessary for the message of the video. All graphics and animations are clean, clear, undistorted, and fit on the screen. All fade-ins/fade-outs, effects, etc., add to the message of the video and are smooth, not abrupt or choppy.	Graphics or animations are professional, appropriate, and necessary for the message of the video. Most graphics and animations are clean, clear, undistorted, and fit on the screen. Most fade-ins/fade-outs, effects, etc., add to the message of the video and are smooth, not abrupt or choppy.	Most graphics or animations are unprofessional, inappropriate, or unnecessary for the message of the video. Most graphics and animations are unclear, distorted, or do not fit on the screen. Most fade-in/fade-outs, effects, etc., do not add to the message of the video and are abrupt or choppy.	
Pacing	Information is paced normally.	Information is paced slowly.	Information is paced too fast.	
Purpose & Tone	Purpose is clear and concise. Tone is professional and very engaging.	Purpose is clear. Tone is professional and minimal engagement.	Purpose is unclear. Tone is unprofessional.	
			Average Score:	

Appendix C. Team Success Criteria

Team Success Rubric				
	3- Strong	2- Satisfactory	1- Weak	Score
Collaboration	Everyone is fully engaged with effective exchange of ideas. Demonstrates ability and commitment to work collaboratively across and within group contexts and structures to achieve a common goal. Motivates teammates by expressing confidence about the importance of the task and the team's ability to accomplish it. Provides assistance and/or encouragement to team members.	Everyone is mostly engaged in effective exchange of ideas. Often demonstrates ability and commitment to work actively within group contexts and structures to achieve a common aim.	Demonstrates some ability to identify intentional ways to participate in group contexts and structures.	
Reliability	Completes every assigned task on time. Attends all meetings. Fulfills every commitment.	Completes most assigned tasks on time. Attends most meetings. Fulfills every commitment.	Often does not complete assigned tasks on time. Misses most meetings. Does not fulfill commitment.	
Communication	Adapt communication strategies to effectively listen and respond to the diverse perspectives of others. Treats team members respectfully by being polite and constructive in communication.	Frequently shows the ability to effectively listen and respond to the diverse perspectives of others. Treats team members respectfully by being polite and constructive in communication.	Rarely shows the ability to effectively listen and respond to the diverse perspectives of others. Treats team members disrespectfully.	
Quality of Work	Work accomplished is thorough, comprehensive, and advances the project.	Work accomplished advances the project.	Work accomplished hinders the project.	
			Average Score:	

Appendix D. Management Success Criteria

Management Success Rubric				
	3- Strong	2- Satisfactory	1- Weak	Score
Organization & Planning	Establishes regular meetings and communication channels to obtain task status and make adjustments as needed. Tasks being completed on time with high quality. Project goals identified and well articulated throughout the organization. Clear alignment of project activities with organization vision, mission, and purpose. Team members are aware of project goals.	Establishes communication channels to obtain task status and make adjustments as needed. Tasks being completed mostly on time with high quality. Goals have been articulated. Project activities show some alignment with or promote organization vision, mission, and purpose. Team members may or may not be aware of project goals.	No established communication channels to obtain task status or make adjustments. Tasks are not being completed on time. Project activities occur with little thought or articulation as to how they align with or promote organization vision, mission, and purpose. Team members are unaware of project goals.	
Decision-making	Decides tasks and time necessary to complete project and estimated based on skill and availability of assigned resources.	Some tasks and times known and estimated without consideration for skill and availability of assigned resources.	Calculate time on task Little to no estimation of time needed to complete tasks or tasks not fully identified.	
Feedback	Project lead has established feedback loops. Constructive feedback is frequently given to the team members.	Constructive feedback is sometimes given along with the information necessary to adjust the content of the project.	Constructive feedback is rarely given, and it is confusing to the team members working on the project.	
			Average Score:	