

**NOVA SOUTHEASTERN UNIVERSITY
FISCHLER GRADUATE SCHOOL OF EDUCATION
AND
HUMAN SERVICES**

LDR 9330

TECHNOLOGY PLANNING FOR ORGANIZATIONAL LEADERS

Study Guide

EdD in Organizational Leadership

Revised Winter 2006

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PREFACE

This study guide is designed for Nova Southeastern University (NSU) students as they explore the leader's role in developing technology plans within an organization. The course builds on the concepts presented in previous courses and further prepares students to become outstanding leaders who are able to perform effectively by incorporating technology, information management and project planning in their work environment. This study and resource guide serves as an overview of the topics to be studied in this instructional technology specialization course (LDR 9330). Student learning outcomes anticipated as a result of active engagement in the study area is presented. Reading and writing assignments as well as teaching and learning resources are included. As an active learner your first task is to read this guide carefully and thoroughly. Your instructor will provide you with more guidance and specific instructions during your online sessions. The instructional sequence of LDR 9330 is divided into four major themes that will be covered over a fifteen-week period. The guide is divided into these four parts:

1. Technology Needs Assessment
2. Technology Plan Proposal
3. Technology Implementation Plan
4. Technology Training Plan

The first part is Technology Needs Assessment. An organization's, agency's, or a department's need for new or revised technology intervention will be assessed using the developmental problem model. Technology Plan Proposal is the second part to be covered. Through research and interviewing, it involves the establishment of clear and precise objectives and the activities that will have to take place in order to reach a final goal. The Implementation Plan is the third part. It describes the complete course of action contemplated, including assumptions, organization, stakeholder communication, milestone schedule, critical success indicators, etc. The project implementation plan establishes the project baseline by which project management will direct the project. The fourth and final part is the Technology Training Plan. The training plan will define the training needs and the training schedule for all project related training. This applies to user and technical training for project products, services, or processes. The training plan will also include ongoing training.

COURSE DESCRIPTION

LDR 9330: Technology Planning for Organizational Leaders

This course will build upon the understandings developed in LDR 9310 and LDR 9320. It will focus on how technology can be an integrated part of the organization. Since administrative involvement and leadership are crucial to the technology planning and implementation process, learners will identify a problem and develop a technology proposal, implementation and training plan. Effective theories and techniques of project development and management will be discussed. The major themes of study are identifying the problem via a needs assessment, developing a proposal plan and implementing it. Implementation is best when tasks and duties are shared and delegated,

and when individuals across the organization buy into the use of technology and the planning process. Therefore, training and positive role modeling will also be discussed. The course will also focus on project planning and management software.

LEARNING OUTCOMES

As a result of actively engaging in LDR 9330, the participants will be able to:

1. Conduct a technology needs assessment to identify a problem/need
 - Identify an idea or need.
 - Build organizational commitment
 - Describe your basic organizational goals and structure
 - Define areas of work that technology can advance
 - Gather information on the concept, purpose and the general scope of the potential project
 - Conduct equipment inventory
 - Assess member and staff skills in using technology
 - Record the information so that it can be used to prepare a project definition document or project proposal
2. Develop a technology plan proposal/ project definition document
 - Identify parts of a technology plan proposal
 - Define the problem
 - Develop project goals (high level, broad focus, not measurable)
 - Develop project objectives (precise, detailed, narrow focus and measurable)
 - Identify stakeholders/target population
 - Explain proposed solution/s
 - Explain project scope
 - Develop a project task list
 - Analyze project risks, constraints and limitations
 - Develop project resources assessment (estimates of people, equipment, time and money)
 - Develop preliminary budget
 - Develop performance measures
 - Investigate project planning and management software
 - Utilize project planning software in developing technology plan proposal
3. Create a technology implementation plan
 - Identify parts of a technology implementation plan
 - Make a Gantt Chart to develop a detailed project schedule utilizing project planning and management software
 - Develop staffing plan
 - Develop a work breakdown structure
 - Formulate a communication and management plan
 - Create final detailed budget
 - Specify funding resources
 - Specify deliverables and milestones

- Specify functional and technical requirements
- 4. Develop a technology training plan
 - Define training needs
 - Develop purpose and goal for training (immediate and long term/ongoing)
 - Specify training objectives (immediate and long term/ongoing)
 - Describe the scope of the training
 - Identify training resources and budget
 - Identify training schedule
 - Identify background information such as a description of the product and a high-level overview of the curriculum.
 - Specify training roles and responsibilities.
 - Identify the Dependencies/Constraints/Limitations affecting the training.
 - Describe the training environment
 - Describe the training materials.
 - Develop a course outline.
 - Create a log for keeping track of who has received training
 - Describe method for evaluating the training.
 - Identify a process for updating the training materials

COURSE CONDUCT & REQUIREMENTS

LDR 9330 is conducted using a Web-based course management system. The course is divided into four modules, namely, Technology Needs Assessment, Technology Project Plan Proposal, Technology Project Implementation Plan and Technology Project Training Plan.

Learning activities for LDR 9330 are posted in each Module and consist of written assignments, and interactive learning experiences via the discussions and chats. You should plan to spend a minimum of five hours per week working online, reading, exploring and examining Internet sites, posting and responding to discussions, participating in scheduled chats, as well as preparing the written assignments. Off-line activities include reading the required texts and doing the necessary background work to prepare assignments using your word processor. Preparation of assignments using the word processor will enable you to take advantage of the spelling and grammar checking capabilities of the software. It is always beneficial to have a second eye to proof read your assignments. You would be surprised to see the amount of errors you might have overlooked...

Reading the related concepts in the books listed for this course is essential for your understanding and participation in discussions and in the preparation of written assignments. You are expected to integrate the content of the concepts in the readings into your written assignments and discussion responses. There are chat rooms available in the course area on WebCT. Peers may choose to schedule chats to interact, which is optional. However, chats may be scheduled by the instructor as the course proceeds, which you are required to attend.

You must complete all the requirements in one module in order to go on the next module. For each module, you are expected to complete all the requirements. Each module will provide detailed explanation on what is expected of you.

There are **four written assignments** in this course.

1. Technology Project Overview
2. Technology Project Proposal
3. Technology Project Implementation Plan
4. Technology Project Training Plan

These assignments should be submitted via the **ASSIGNMENT DROP BOX**. Moreover, since you are directed to complete your assignments using a word processor rather than typing an e- mail message online, you should have a well-crafted document (reflecting use of the spell-checking and grammar-checking capabilities of your word processor) saved to your local hard drive in the event of data loss in an online course environment. Each assignment must follow the FSEHS format for written assignments. Please make use of subheadings for the respective components for each assignment. Be sure to include your name within the document, not just in the e- mail to which it is attached or in the name of your attachment. When the document is opened and printed, it must be identifiable as yours.

The due dates for the discussions and assignments are listed in the course **CALENDAR**. *Assignments submitted after the due date will receive a reduced grade of one letter per week.* Students are advised to keep a copy of all written assignments throughout the doctoral program.

Communication with the instructor and your peers is through e-mail on WebCT. Feedback on assignments will be e-mailed to you on WebCT. The grade you will receive from this course directly reflects your active engagement in reading and writing assignments, and class participation. Make the most of this experience by using it as an opportunity to informally and immediately apply your new knowledge and insights within your work setting.

GRADING CRITERIA

The major assignments for LDR 9330 and their corresponding values are as follows:

1. Technology Project Overview	15 pts. - 15% of grade
2. Technology Project Proposal	30 pts. - 30% of grade
3. Technology Project Implementation Plan	30 pts. - 30% of grade
4. Technology Project Training Plan	15 pts. - 15% of grade
5. Participation via Discussions and /or Chats	10 pts. - 10% of grade

TOTAL	100 pts. – 100%
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Grades issued in this course are A, B+, B, and F. Instructors may issue C, D, and plus and minus grades on assignments as indicators of quality. The student must negotiate an incomplete (I) grade with the instructor. An "I" is given at the discretion of the professor and is only considered in a case in which the student has completed most of the course assignments. The instructor will determine the time extension given to each student. The time extension may not exceed one term, or 15 weeks. A student who does not complete any assignments is not entitled to an "I" grade and will receive an F. Students who receive Fs will be placed on probation and will be expected to take the course over again.

Rewrites: Only ONE rewrite will be allowed for the class, and if a student chooses this option, the highest score possible will be a grade of B. The rewrite must be submitted within 3 to 5 days.

REQUIRED TEXTS

Educational Impact, Inc. (2000). Educational impact electronic textbook . [Online].

Turban, E., Mclean, E., & Wetherbe, J. (2004). Information technology for management. New Jersey: John Wiley & Sons, Inc. (ISBN: 0471229679)

Garton, C., & McCulloch, E. Fundamentals of Technology project Management. (2004). MC Press Online, LP. (ISBN: 1583470530)

Rothwell, W., & Benkowski, J. (2002). Building effective technical training: How to develop hard skills within organizations. San Francisco, CA: Jossey-Bass/Pfeiffer. (ISBN: 0-7879-5595-7)

COURSE OUTLINE

WEEK ONE

Technology Needs Assessment/Project Overview

- Work on **Module 1** discussion postings and assignments

WEEK TWO

Technology Needs Assessment/Project Overview

- Work on **Module 1** discussion postings and assignments

WEEK THREE

Technology Needs Assessment/Project Overview

- Work on **Module 1** discussion postings and assignments
- **Assignment 1 due**

WEEK FOUR

Technology Plan Proposal/Project Definition

- Work on **Module 2** discussion postings and assignments

WEEK FIVE

Technology Plan Proposal/Project Definition

- Work on **Module 2** discussion postings and assignments

WEEK SIX

Technology Plan Proposal/Project Definition

- Work on **Module 2** discussion postings and assignments

WEEK SEVEN

Technology Plan Proposal/Project Definition

- Work on **Module 2** discussion postings and assignments
- **Assignment 2 due**

WEEK EIGHT

Technology Implementation Plan

- Work on **Module 3** discussion postings and assignments

WEEK NINE

Technology Implementation Plan

- Work on **Module 3** discussion postings and assignments

WEEK TEN

Technology Implementation Plan

- Work on **Module 3** discussion postings and assignments

WEEK ELEVEN

Technology Implementation Plan

- Work on **Module 3** discussion postings and assignments
- **Assignment 3 due**

WEEK TWELVE

Technology Training Plan

- Work on **Module 4** discussion postings and assignments

WEEK THIRTEEN

Technology Training Plan

- Work on **Module 4** discussion postings and assignments

WEEK FOURTEEN

Technology Training Plan

- Work on **Module 4** discussion postings and assignments

WEEK FIFTEEN

Technology Training Plan

- Work on **Module 4** discussion postings and assignments

- **Assignment 4 due**

RECOMMENDED READINGS

The modules will make direct reference to readings/lectures online and offline and are designed to supplement the text and enable the learner to effectively explore the topics for the course. In addition, students should also refer to the extensive bibliography in the required books. Students should also make use of the NSU electronic library that contains a wide array of publications.

WRITTEN ASSIGNMENTS

All assignments must follow the format below

[CLICK HERE FOR ASSIGNMENT FORMAT](#)

WRITTEN ASSIGNMENT # 1

Title: Technology Project Overview
Due date: See Course Calendar
Total Points: 15 pts.
Suggested length: 10 -12 pages

First download the technology assessment guide from the link below.

[CLICK HERE FOR TECHNOLOGY ASSESSMENT GUIDE](#)

<http://www.progressivetechnology.org/Resources/PDF/Assessment%20Handout.pdf>

Next, using this guide conduct a technology needs assessment to identify a problem/need in your organization. Gather information on the concept, purpose and the general scope of the potential project. Your paper should include all the components listed in the checklist below.

WRITTEN ASSIGNMENT # 2

Title: Technology Project Proposal
Due date: See Course Calendar
Total Points: 30 pts.
Suggested length: 15 -20 pages

In assignment # 1, you had conducted a technology needs assessment in order to identify a problem/need in your organization. This assignment builds upon assignment # 1.

In this assignment you will first select a project planning and management software of your choice. Next, you must develop a technology plan proposal by making use of the selected project planning software, which is a great tool for developing and managing your project. You do not have to buy the software since most of them have free trials.

Your paper should include all the components listed in the checklist below. All charts, tables, graphs and figures should be placed in an appendix.

WRITTEN ASSIGNMENT # 3

Title: Technology Project Implementation Plan
Due date: See Course Calendar
Total Points: 30 pts.
Suggested length: 15 -20 pages

In assignment # 2, you had developed and written a technology proposal for your organization. This assignment builds upon assignment # 1 & 2.

In this assignment you will continue to utilize the project planning and management software that you had selected for assignment #2 and prepare a technology implementation plan (If your free trial has ended, sign up again with a different e-mail address in order to complete your projects!). Your plan must include a Gantt Chart showing a detailed project schedule, a staffing plan, a work breakdown structure, a communication and management plan, a final detailed budget and funding resources, the deliverables and milestones and all functional and technical requirements.

Your paper should include all the components listed in the checklist below. All charts, tables, graphs and figures should be placed in an appendix.

WRITTEN ASSIGNMENT # 4

Title: Technology Training Plan
Due date: See Course Calendar
Total Points: 15 pts.
Suggested length: 12 -15 pages

In assignment # 3, you had written a technology implementation plan for your organization. This assignment builds upon assignment # 1, 2, & 3.

In this assignment, if necessary, you will continue to utilize the project planning and management software that you had selected for assignment #2 and prepare a technology training plan for your project. Your plan must include brief background information about project, immediate as well as long term goals and objectives for training, training scope, resources, budget, and schedule, training roles and responsibilities, the dependencies, constraints, and/or limitations affecting the training, description of the training environment, the training materials, a course outline, a log for keeping track of who has received training, method for evaluating the training and a process for updating the training materials.

Your paper should include all the components listed in the checklist below. All charts, tables, graphs, and figures should be placed in an appendix.