

Project Completion Checklist

Project Name: Streaming Video Prototype - Acquisitions Ordering WBT v15

Team Members: Wayne Hodges – Project Lead, David Booker, Cheryl McCraw, John Ridgway

Additional Resources: Emily Earp, Barry, Service Desk, Website Team, LSCs

Final Authority (CCLA): Linda McCarthy

Date: 4/11/06

	Not Applicable	Yes	Date Task Completed	FA Approved
1. Project's objectives have been met		X	2/22/06	
2. Project funds expended or released. Recurring costs identified.		X	2/22/06	
3. General release done		X	2/22/06	
4. Successful implementation		X	2/22/06	
5. Functionality performing correctly		X	2/22/06	
6. Appropriate CCLA staff are knowledgeable		X	2/22/06	
7. Production cycle has been completed		X	2/22/06	
8. Statistics available. On-going statistics in production, statistics for the project have been reported		X	2/22/06	
9. No longer a need for the resource allocation		X	2/22/06	
10. Support routines are in place – a hand-off to maintenance		X	2/22/06	
11. The project is cancelled	X			
12. Documents are provided to users	X			
13. A formal summary report has been made to the Implementation Team – postmortem, what we learned, oral vs. written?, impacts, projected vs. actual, archives		X	With this checklist	
14. Follow-up with users has been scheduled – communication, how is it being received, evaluation		X	3/24/06	
15. All CCLA staff have a general understanding of the project – how evaluate?, support staff		X	2/22/06	

Project Summary:

This project served as a proof of concept for delivering LINCC courseware via audio & video in an Internet streaming format. These were presentation enhancements to our previous Web-Based Training formats. This method of training delivery proved to increase the instructional effectiveness and developmental productivity of LINCCLearn's offerings. This project incorporated a new course for the LINCC Acquisition module and served as the vehicle to implement the prototyped instructional technologies. A lot was learned on the development process and templates were established to streamline future implementations. Feedback was solicited and received from library staff with very positive comments as to its instructional effectiveness in increased subject coverage and offering diverse learning style modes. The project team and sponsor agree that this prototyped technology will be useful and is planned for future LINCCLearn developments.
