Assignment 1: Timeline for Individual Induction Plan (IIP)/Digital Reflective Portfolio (DRP)

Kenneth M. Hill

EDA 613: Assessment Seminar

September 24, 2024

Professor Adam Bernstein

Clear Administrative Services Credential Program

National University

EDA 613: Assignment 1: Timeline for IIP and (DRP)

Creating a comprehensive timeline for developing a website that includes individualized induction plans, coaching logs, agendas or minutes, course reflections, course papers, research annotated bibliographies, and presentation PowerPoints for the Administrative Professional Clear courses EDA 610, EDA 611, EDA 612, and EDA 613 at National University is a multi-step process. Below is a suggested timeline, assuming a start date of September 29, 2024, and a target completion date of December 1, 2024. This timeline is divided into phases to ensure a systematic approach.

Phase 1: Planning & Research (September 29 - October 15, 2024)

1. Define Objectives (September - October 3)

- Determine the goals for the website: formatively sharing contents with both coach and instructor incorporating categorical work from EDA 610, EDA 611, EDA 612, and EDA 613 with final summative evaluation in EDA 613.

    - Identify the key audience (students, faculty, etc.):

        - Coach and Instructor

        - Professional Referencing

2. Content Gathering & Organization (October 4 - October 10)

- Collect all necessary materials from EDA 610, EDA 611, EDA 612, and EDA 613:

    - Individualized induction plans

    - Coaching logs

    - Agendas/minutes

    - Course reflections

    - Course papers

- ○ Presentation PowerPoints
- Consider the following tabs:
  - ○ Tabs Home
  - ○ About ME
  - ○ IIP
  - ○ EDA 610-613
    - ■ Coaching Notes
    - ■ Agenda/Minutes
    - ■ Presentations
  - ○ Resume
  - ○ Statement of personal vision, values/core beliefs
- Organize the materials by course and document type

3. Platform Selection & Planning** (October 11 - October 15)--Wix was chosen last semester:

- Choose a website platform (e.g., WordPress, Wix, or a custom-built site)
- Plan the website structure (e.g., sections for each course, sub-sections for each type of document)

Phase 2: Design & Development (October 16 - November 15, 2024)

1. Website Design** (October 16 - October 30)

- Create outlines that layout the website
- Design the site's theme and personalize the website with branding: School logos; National University's branding

2. Content Upload & Initial Development (November 1 - November 15)

- Begin building the website according to the outline

- Upload content for each course (EDA 610, EDA 611, EDA 612, EDA 613):

  - Coaching Logs: Weekly or monthly logs uploaded in chronological order.

  - Agendas or Minutes: Organized by meeting date.

  - Course Papers: Structured under each course, linked or downloadable as PDFs.

  - Presentation PowerPoints: Embedded or downloadable.

- Go back through each class and review assignment categories to make sure nothing is missed.

3. Include Individualized Induction Plans: Possible separate pages for each course or a dedicated page for the CPSEL documents with hyperlinks to evidence (November 1 - November 15)

4. Functionality Testing (November 15 - November 25)

- Test website functionality on various devices (desktop, tablet, mobile)

- Ensure all links work, files are accessible, and the site is user-friendly

Phase 3: Review & Revision (November 25 - December 1, 2024)

1. Content Revisions & Updates (November 25 - December 1, 2024)

- Make necessary revisions based on feedback

- Update or add any new content if required.

2. Final Testing (November 25 - December 1, 2024)

- Focus on performance, compatibility, and "user-friendliness"

- Ensure all accessibility standards are met.

3. Presnet to Coach and National University Professeor (November 25 - December 1, 2024)