Agile Project Management in eLearning – VO Script

	Instructions for VO
	Jay = Narrator (large speaking part – a main voice)
	Josh = eLearning pro seeking advice (a few speaking parts – secondary character)
	Samantha – eLearning pro helping Josh (A large speaking part – offers explanations)
	Please use the "Save file as" names in the column on the left when saving your audio files.

	Script / VO	Notes
Save file as:	**Module 1: Welcome**	
Slide1x2_Jay	**(Jay VO)** Welcome to this course, Agile Project Management for eLearning. This sample course has been developed by eLCP, the eLearning Community Project. eLCP is where a community of eLearning pros get together to create one AMAZING eLearning course. Please click on the CREDITS tab above to see a list of the eLearning pros that have volunteered their time and skills to this project. When you're ready, click the Let's Begin button to continue.	
Slide1x3_Jay	**(Jay VO)** About this course, (pause) Take a moment to review the topics covered in this course on the left and the navigation tips on the right. When you're ready, click on the NEXT button to continue to the next slide. These buttons, Next and Previous will appear on each slide during this course.	

	Scene 9: Scenario Set-up	
Slide9x1_Jay	**(Jay VO)** There seems to be an increased interest in the Agile methodology in today's world. This section will offer an overview of what Agile is and how you can apply this process to your next eLearning course.	
Slide9x2_Jay1	**(Jay VO)** Meet Josh.	
Slide9x2_Josh	**(Josh VO)** Hi, I'm Josh.	
Slide9x2_Jay2	**(Jay VO)** Josh is an eLearning pro. He works at Ithica healthcare. He was just assigned to create an elearning course for the Ithica reception staff. A new check-in system was installed, and he needs to create some systems training…quick. He is concerned that this is a big project with many moving parts and that he won't meet the required deadline.	
Slide9x3_Jay1	**(Jay VO)** On a break, Josh walks over to the coffee shop to grab his favorite drink. Samantha, his ID peer sees him and notices that he is not his cheery self.	
Slide9x3_Sam1	**(Sam VO)** Hi Josh, are you ok? You look worried today.	
Slide9x3_Josh1	(Josh VO) Our boss, Veronica, just asked me to create this eLearning course with a short timeline and I'm not sure if I can get everything done in time. I just feel overwhelmed. I want to do a great job, but I feel lost right now.	
Slide9x3_Sam2	**(Sam VO)** Have you heard of Agile methodology? It's a different style of project management. It's a system that is focused on the customer and will also help you think differently about how to complete your eLearning project. C'mon, let's grab a cup of coffee, my treat, and I'll fill you in.	

Slide9x4_Jay1 Jay1_point1 Jay1_point2 Jay1_point3	**(Jay VO)** Now that Sam and Josh have their coffee, select a menu item on the right to continue, or click Next to move to the first section, What is Agile? • This section will provide you an overview of the Agile Methodology including the 4 pillars of agile and their importance to the process. • This section will also cover how to approach projects using Agile. • Learn how to apply Agile to your next eLearning project using Sprints, and how to manage sprints.	
Scene 2: Overview of Agile		
Slide2x2_Sam1	**(Sam VO)** Agile is a way to approach project management more fluidly. One of the main elements of agile is the use of Sprints. We will cover this concept later on. The main philosophy of of Agile stems from the 4 key pillars and 12 principles of Agile. Click the button to learn more about the 4 pillars of Agile.	
Slide2x3_Sam Slide2x3_Sam_point1 Slide2x3_Sam_point2 Slide2x3_Sam_point3	**(Sam VO)** • Click on each pillar to learn more • Pillar 1 focuses on Individuals and communication over processes and tools. This highlights the importance of interactions and communication with your clients and managers on a regular basis to listen, discuss, and create agreeable solutions. • Pillar 2 focuses on the product. A critical step is to ensure that an eLearning course is fully functional with no broken links before sending the course to QA or to the client for review. There may be times where you will need to make notes or document changes and updates. These notes are important. But it is more important to provide your manager or client a course that works. • Pillar three focuses on collaboration with the customer. At the start of any project, there are guidelines and parameters that need to be set in place. This includes, the type of course needed, the modality, and timelines. If you are a consultant, there is also an additional step where fees are discussed and contracts are signed. Working with your customer to provide the right training solution should take priority over paperwork, guidelines and timelines.	

Slide2x3_Sam_point4	• Pillar 4 focuses on flexibility. Creating an Agile project plan allows room for you and your client or manager to shift and change direction at any stage as needed. These shifts could be related to updates to content, new branding guidelines, or customer feedback. Shifts and changes may result in extended deadlines. This is why its important to have a kick-off meeting with the customer at the beginning of the project; to discuss the needs of the customer and explain some of the potential challenges along the way, and how these potential challenges could extend the completion date.	
Slide2x4_Sam1	**(Sam VO)** Now that you have some information about Agile, what do you think?	
Slide2x4_Josh1	**(Josh VO)** Agile sounds interesting. But why should I use Agile?	
Slide2x4_Sam2	**(Sam VO)** An elearning project, like the one Veronica assigned, is great for Agile. It will allow you and Veronica to collaborate together and work as a team to produce the right learning solution by the desired date. It will also allow you to perform regular review cycles, or Sprints, so that you can apply feedback and make changes along the way.	
Slide2x4_Josh2	**(Josh VO)** Hmmm. Ok. What are sprints and how do they work?	
Slide2x4_Sam3	**(Sam VO)** Let me write a diagram for you about Sprints on these napkins here, then you can refer to them later.	
Slide2x5_Sam1	**(Sam VO)** (Note to developer: This audio belongs on Slide 2.5, Layer: Sprints) There are typically 3 sprints or review cycles. The first review cycle is known as the Alpha cycle. It takes the longest to create, because you and all parties involved are figuring out the details of the project, such as look and feel, layout, theme, scripting, design elements, and content. Beta, which is the second review cycle will be much shorter, because the reviewer, like Veronica, for example, should only be providing feedback and suggested changes to a course that has been created within the parameters that were agreed upon during the Alpha Sprint. The final review cycle is where final feedback is offered, updates are made and finally, the eLearning course is approved and ready for launch.	
Slide2x5_Sam2		

	(Sam VO) Click on the Learn More button below to learn about some of the activities that occur during Sprints.	
Slide 2.6 Lightbox	No VO - Napkin Activity	
Slide2x7_Sam1 Slide2x7_Josh1 Slide2x7_Sam2	(Sam VO) Let's take a deeper dive into Sprints and the eLearning project as a whole. If you think about it, an eLearning project can be compared to ordering coffee. Your coffee order can be as simple or as complex as you wish to satisfy your current coffee craving. However, a simple cup of black coffee can be delivered to you faster than a more complicated drink…like the one you ordered, right? (Josh VO) Ok, right. I do enjoy my complex and tasty drink. I'm with you so far. (Sam_VO) An eLearning course is similar, you can design a simple eLearning course, like a simple PowerPoint video-style presentation, or you can create a robust gamification experience for your learners. There are also layers or options in-between these two extremes. You can categorize the types of eLearning courses into 5 categories. Just keep in mind, as the level increases, the timeline might increase as well. So, the type of elearning course you decide to create depends on many things including your timeline, budget, and bandwidth.	
Slide 2x8_Jay1	~~(Note to VO artist)~~ ~~Can you record these together with some spacing and then we can spice apart as needed, thank you)~~ ~~(Jay VO)~~ ~~Using your mouse, drag each ingredient to the drop area to see how it affects the timeline.~~ ~~Using your mouse, drag the slider to the reveal the increased timeline for each level of eLearning.~~	

Scene 4 – How to apply agile

Slide4x2_Josh1	**(Josh_VO)** Wow! Agile sounds like a great way to complete my eLearning project. I like the ideas of sprints, so Veronica can review my work on a regular schedule, and I can make changes along the way. Can I use agile for any eLearning project?	

Slide4x2_Sam1	(Sam VO) That's a fair question. Let's take a closer look. Use your mouse to move the dial on the right to learn more about when to use Agile. Note, when you turn the dial to the coffee cup, you will be taken to the Quiz.	

Scene 8: Quiz

VO_Slide8x1_Jay1	**(Jay VO)** Welcome to the quiz. Once you click on the button, you will need to complete the quiz. You can also close this screen and exit the course. Don't forget to click on the Credits tab before you leave. Thank you.	