REDESIGN PROJECT: FINAL PROJECT PLAN FORMAT

Final project plans should include the following sections:

Abstract

Following a title page, write a one-page abstract conforming to the following format:

- Paragraph 1 – summarise the current (traditional) unit/subject including numbers of students enrolled.
- Paragraph 2 – summarise the academic problem that you are addressing.
- Paragraph 3 – summarise the planned unit/subject redesign.
- Paragraph 4 – summarise how the redesign will enhance quality.
- Paragraph 5 – summarise how you will assess the impact of redesign on learning.
- Paragraph 6 – summarise how the redesign will produce cost savings and what you intend to do with the savings.

Application Narrative

- Select a redesign model and explain why you chose it and how you intend to embody the Five Principles of Successful Course Redesign within it.
- Describe specifically the changes to the traditional unit/subject structure that will result from the redesign (i.e., number and kinds of class meetings, number and kinds of sections including size(s), staffing plans, student requirements, testing, attendance management and other relevant logistics).
- Name and describe the learning materials/software you intend to use.
- Describe the cost reduction strategy you intend to use. Explain why you chose it and what you will do with the savings. This plan must be developed in consultation with your campus provost/chief academic officer.
- Describe how you will address the Five Critical Implementation Issues.
- Include a brief timeline for your redesign project. You must plan to conduct an initial pilot during the second semester 2012 and full implementation during first semester 2013.
- Each final plan must include a project budget developed in consultation with your campus chief academic officer.

Worksheets and Forms

- Complete the Assessment Planning Forms (2) for the pilot and full implementation of your redesign project.
- Complete the traditional unit/subject data section of the Course Completion Forms (2) for the pilot and full implementation of your redesign project.
  - If you have unit/subject completion data for the traditional unit/subject, enter it. Enter the planned timeframe and number of students for the redesigned unit/subject.
  - If you do not have data for the traditional unit/subject, enter the planned timeframe and number of students for both the traditional and redesigned unit/subject.
• Complete the Course Planning Tool (CPT).\textsuperscript{1} Provide a brief narrative that explains the entries in the CPT where necessary.

**Additional tips and information about the Course Planning Tool:**

- Include your institution's name and the unit/subject name on each worksheet page.
- You must complete all four worksheets.
- You must translate your data to cost per student.
- Do not add worksheets to the tool. Include additional data or comments in the narrative.

**Submission of Final Plans**

A draft of the Course Planning Tool (CPT) plus any explanatory narratives must be submitted electronically to Carolyn Jarmon, NCAT vice president, at cjarmmon@theNCAT.org by 25 January 2012 (two weeks prior to the final submission deadline) for preliminary review. NCAT staff will review these drafts and send you comments if there are errors or questions. You must revise these documents and include the revisions as part of your final proposal.

**Miscellaneous**

- Submit files in either Word or Excel format. No Acrobat files, please.
- The project abstract, application narrative and any narratives explaining the worksheets and forms should be in one Word file.
- Name all files INSTITUTIONNAME [What the file is—e.g., APPLICATION, ACU, SCHOOL OF BUSINESS; APPLICATION, JCU, SCHOOL OF ENGINEERING AND PHYSICAL SCIENCES; etc.]

Final proposals should be submitted electronically to Carolyn Jarmon, NCAT vice president, at cjarmmon@theNCAT.org with a copy to your Senior Deputy Vice-Chancellor (James Cook University) or Deputy Vice-Chancellor (Students, Learning & Teaching) (Australian Catholic University).

**Deadline for Submission of Final Plans:** 8 February 2012.

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\textsuperscript{1} NCAT resources which refer to ‘courses’ within an American context, such as the “Six Models for Course Redesign” and the “Course Planning Tool”, are analogous to ‘units’ and ‘subjects’ in Australia.