

# BSU Zanzibar - E-learning action plan - Final

## Objective

The specific objective in the inception report LFA is:

***Capacity for including e- learning components in teaching at SUZA and ZCHS strengthened.***

It has the following Indicator:

*Software installed and staff trained*

And Means of verification is:

*Software in place*

*Training reports*

## Output and activities

The following outputs and activities are from the inception report LFA:

**Main output: Capacity for including e- learning components in teaching at SUZA and ZCHS strengthened**

Activity      *Plan activities in detail*

***Output 1 Needs Assessment performed***

Activity      *Perform a needs assessment of e-learning capacity at SUZA*

***Output 2 Technical set up upgraded***

Activity      *Establish technical set up*

***Output 3 Staff trained in e-learning***

Activity      *Training of IT staff*

Activity      *Training of teachers in Moodle and e-teaching*

***Output 4 Courses implemented and evaluated***

Activity      *Implement courses*

Activity      *Monitoring and evaluation of courses*

Other Activity *Visit KCMC and other institutions to set up partnerships*

## Budget

The budget allocated in the Inception report is:

Item	Zanzibar	Denmark	Denmark Self-financing
Salaries and emoluments	10,000	127,000	127,000
Taximeter/educational grants	0	0	
Expenses for trips abroad and local travel	10,000	50,000	
Equipment	0	0	
Materials	30,000	0	
Publication, dissemination and communication	0	0	
	<b>50,000</b>	<b>177,000</b>	<b>127,000</b>

The project team consists of: Henrik Bregnhøj – coordinator and consultant (HB), Peter Furu - consultant (PF), IT Learning Center - consultants (ITLC), Hugo Connery – consultant (HMC)

Person	Part
Henrik Bregnhøj	75,000 Salary 15,000 Travel
Peter Furu	67,500 Salary 4,500 Travel
ITLC	72,500 Salary 12,500 travel
Hugo Connery	30,000 Salary 12,500 Travel

## Detailed planning

### ***Output 1. Assessment of the local IT facilities and the teachers IT literacy and teaching style***

In the light of the limited funding for the e-learning component the needs assessment will be interpreted as “Assessment of the local IT facilities and the teachers IT literacy and teaching style”. It is a limited assessment of the technical IT-facilities and an assessment of the chosen teachers’ experiences and needs in terms of applying e-learning in their teaching.

***Teachers’ IT literacy and teaching style.*** An online survey is implemented for 20 course participants. The results are used in the design of the course.

Action	Responsible	When	Budget
Preparation of questions	HB	March 2012	1,500 salary
Programming of questions	ITLC	March 2012	1,500 salary
Summary of results	HB ITLC	March 2012	1,000 salary 1,000 salary

**SUZA needs assessment.** No assessment has been made at SUZA yet. A brief questionnaire survey, evaluating the IT facilities at SUZA will be conducted by e-mail. Moreover, a discussion session on site will be carried out to, to follow up and improve the understanding of the questionnaire data.

Action	Responsible	When	Budget
E-mail based questionnaire survey	ITLC		5,000 salary
	HMC		2,500 salary
Follow up session, on site	HB		2,500 salary
Desk assessment and analysis of the collected data	ITLC		5,000 salary
	HMC		2,500 salary

**CHS needs assessment.** The reason why only SUZA is mentioned among the activities is that Ministry of Health has already made a needs assessment for CHS. However, the assessment may not include all the aspects that we would be looking for and therefore a desk assessment based on this report and information about later developments should be performed as a minimum. A follow-up, e-mail based questionnaire will be conducted, in order to collect the data gap in context of this particular project.

Action	Responsible	When	Budget
Desk assessment and analysis	ITLC	1/5 2012	5,000 salary
E-mail based follow up questionnaire	ITLC	1/5 2012	5,000 salary
	HMC		2,500 salary

*Total Budget: 35,000 (salary)*

## **Output 2. Technical setup upgraded**

Both institutions have basic servers and some equipment, but none of them have an e-learning platform. Both institutions have presumably limitations in bandwidth and IT facilities, which may be clarified during needs assessment. CHS has a working wireless system in their campus, but have no IT technician for the moment (they get support from MoH technician). SUZA have IT technicians but problems with access for teachers at campus and e.g. their mailing system has been down for at least a year.

The activities to be performed are a technical needs assessment for both institutions and a decision on what to support. The e-learning software parts can be split in two: 1) Installation of an elearning platform, moodle. For practical reasons we will start with the installation of moodle by the SUZA IT group so it can be used for the first training course and do the assessment when an IT person have been attached to CHS, expectedly in the spring of 2012. 2) Tools for stand-alone learning objects like power point files, animated "power points with speak" (possibly with Adobe presenter), quiz composing tools, file sharing platforms etc. The needs assessment and the 3-days course will guide the details.

Action	Responsible	When	Budget
Installation of Moodle at SUZA	Omar Saleh	February 2012	
Technical upgrading	HMC Omar Saleh IT-person CHS	May 2012	5,000 Salary (Travel, see 3)

*Total budget: 5,000 kr. (Salary)*

### **Output 3. Staff trained in e-learning**

The level of IT-literacy differs among the teachers, but no one has experience with e-learning. Some staff use emails and have varying degrees of experience with browsing the internet, and some don't. IT staff is only present at SUZA and MoH and have limited or no experience with managing LMS systems. Output 1 will generate valuable insight into these aspects and frame the activities taking place in output 3.

Based on the collected data in output 1, a 3 days basic training course for 20 teachers, who have some IT experience, will be designed and conducted. The course focuses on ....(to be added). The training will as far as possible take its onset in the teachers' own teaching materials.

IT staff will receive training in operation and maintenance of an LMS system and other support functions and online ad hoc follow-up support as required.

Action	Responsible	When	Budget
Planning of 3 day course	ITLC HB PF	March 2012	5,000 salary 12,500 salary 10,000 salary
Teaching of 3 day course	HB  PF	March 2012	15,000 travel 12,500 Salary 4,500 travel 12,500 Salary
Training of IT staff	HMC	May 2012	12,500 travel 7,500 Salary
Ad hoc support to IT staff	HMC	May 2012-July 2013	10,000 Salary

*Total budget: 70,000 (salary), 32,000 kr. (travel)*

### **Output 4 Courses implemented and evaluated**

The output should be more precisely formulated: "E-learning components implemented in a number of courses and evaluated". Those of the participants in the 3 day course who have a dedicated interest in applying e-learning in their teaching (presumably 5-10) will get support at distance from the Danish side to develop and apply some e-learning module during the rest of the project period. The selected teachers will possibly transform their own teaching material into online teaching or create new material with support from the Danish side.

A travel is expected to be used for follow-up on the e-learning components produced and assessment of lessons learnt. This may include a one day course for the same teachers.

A main purpose is to have functioning examples for the teachers to see and inspire for further e-learning activities after and during this project phase.

Action	Responsible	When	Budget
Ad hoc support to LO development	HB PF ITLC		40,000 salary 40,000 salary 40,000 salary
Follow-up travel for e-learning production	ITLC		12,500 travel

Evaluation of e-learning in courses	HB PF ITLC		5,000 salary 5,000 salary 5,000 salary
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*Total budget: 135,000 kr. (salary), 12,500 travel*

### ***Other Activities***

MoH will organis a visit KCMC and other institutions to set up partnerships.

Action	Responsible	When	Budget
Travel to KCMC	Mary Hadley		