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26 JULY 2023

FINAL REPORT

PROJECT: The Fitness Blueprint

COGNITIVE BLUEPRINTS

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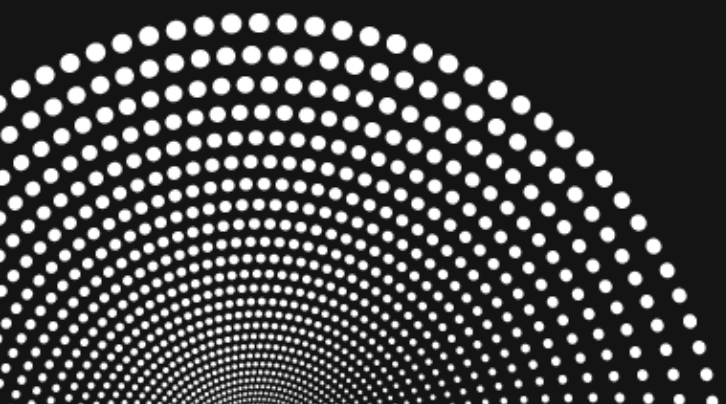


COGNITIVE BLUEPRINTS

EXECUTIVE SUMMARY

PASS Digital Workout Logbook

Professional Academic Solutions for Success (P.A.S.S.) is a training development company specializing in custom learning solutions where the team of experienced professionals delivers customized programs tailored to meet the unique needs of their clients. For the purpose of this project, P.A.S.S seeks to develop a user-friendly digital exercise logbook for its clients. The product aims to provide a convenient and comprehensive solution for individuals passionate about fitness and desire a structured approach to tracking their workouts, personal records, and other relevant information.

The Cognitive Blueprints team designed a digital workout log book compatible with various printable file formats, ensuring seamless integration with widely used Microsoft Office applications at the request of the client, David Johnston, CEO of P.A.S.S. After an initial consultation with Mr. Johnston, the Cognitive Blueprints team learned that the simplicity of a digital workout log book enables athletes and individual users the freedom of accessibility beyond a software app and/or gym membership was essential for a successful completion of the project. Additionally, the intended audience for the digital workout log book ranges from fitness enthusiasts and athletes to individuals just starting their journey who are committed to maintaining a healthy and active lifestyle.

Given the further details of the log book, Cognitive Blueprints began work immediately to produce a versatile log book that enables users to easily access and edit their log books across different platforms and devices regardless of their fitness experience. Cognitive Blueprints worked collaboratively to accomplish tasks and maintain the tight schedule. The project manager communicated with the client early and often to solicit feedback and iterate as needed. Cognitive Blueprints team members alpha tested each prototype and feedback with beta-testing was obtained from an external consultant, a physical therapist.
Thorough our rapid prototyping with an iterative design process, feedback from target users and experts, and our team collaboration, Cognitive Blueprints produced a product that is an easy-to-use digital workout log book that empowers individuals to analyze their exercise data, optimize their training routines, track achievements, and enhance their overall fitness goals.

SIGNIFICANT INCIDENTS

TECHNOLOGY LIMITATIONS

The Cognitive Blueprints team encountered significant technology limitations during the development phase, particularly concerning data input, storage, and tracking capabilities within the constraints of using Microsoft Excel. Despite these challenges, the team remained committed to addressing the client's goals to the best of their abilities. However, it became evident that fully meeting all the client's criteria would necessitate exploring alternative design tools.

In response to the limitations, the team brainstormed innovative design ideas, seeking to optimize the available resources. Nevertheless, the scope of the project necessitated a comprehensive data storage and tracking solution that exceeded the capabilities of Microsoft Excel. After careful consideration, the team decided to present the client with a prototype that could effectively store and track up to 6 weeks' worth of data, thus fulfilling a significant portion of the client's requirements.

Despite the challenges posed by our chosen technology, our team took a proactive approach to minimize any negative effects on the project's goals. We showed our commitment by delivering a functional prototype to the client within the established constraints. Additionally, we kept the client informed of any potential limitations associated with the original scope, ensuring transparency and informed decision-making throughout the project. As we continue development, we are open to exploring alternative design tools that could improve the product's capabilities and better meet the client's needs.

KEY STAKEHOLDERS

Client

David Johnston, CEO
Professional Academic Solutions for Success (P.A.S.S.)

Cognitive Blueprints Team

Lindsay Moreland-Head, Project Manager
Andrew Whatley, Program Analyst
Victoria Elder, Editor
Brandon Jackson, Technical Writer
Evelyn Doyle, Instructional Designer
Fan Yang, Training Specialist

External Consultant

Nathaniel Head, DPT
During the product development, Dr. Head, a physical therapist and fitness enthusiast, provided valuable feedback from their perspective on personal and potential patient use.

PROJECT QUALITY IN TERMS OF ORIGINAL REQUEST

The scope document, approved by the client, outlined the following acceptance criteria: prioritizing accessibility, streamlining workout tracking, and accommodating diverse fitness goals. Despite some minor constraints resulting from the use of Excel, the project was delivered successfully, meeting these criteria.

Prioritize Accessibility

The logbook was created with a glossary and visual aids to accommodate users of all skill levels. Additionally, quicklinks to instructions and resources have been provided on each page to enhance an accessible user-experience

Streamline Workout Tracking

The current iteration has the ability to track daily workouts for up to 6 weeks. The design allows weekly inputs to be recorded onto a monthly calendar that can be used as a reference. However, the ability to store and track larger amounts of workout data is limited by the use of Excel. However files can be saved with dates tracked in the file name for easy reference.

Accommodate Diverse Fitness

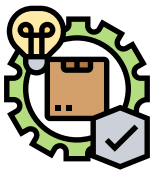
The logbook allows for the customization of workout data collection. Each day via fillable cells to easily track workouts, goals, personal records, and nutrition. Other personalized tracking considerations include a notes section to comment on how the workout went and a rating scale.

EXCEEDED EXPECTATIONS

Cognitive Blueprints worked diligently to produce a digital workout logbook. Strategies employed that worked well included scheduling, rapid prototyping, alpha and beta testing, and collaboration

Scheduling

Since the very beginning of the project, we have made a comprehensive list of significant milestones, allowing us to work backwards from fixed dates and devise a feasible schedule. The team also take consideration into potential delays, ensuring a flexible timeline while maintaining a focus on timely delivery.



Rapid Prototyping

Instead of waiting until the last minute to present the design product, the team has prepared prototypes and elicited feedback from the client. This ensures that what we aim for is consistent with what is desired, resulting in a more polished and satisfying final product.

Alpha & Beta Testing

Prototypes were not only vetted by our client but also our team and an external consultant. Feedback from alpha and beta testers was used to quickly iterate prototype versions.

Collaboration

The team at Cognitive Blueprints was motivated by a work environment that emphasized communication, recognition of individual contributions, and collaboration. They utilized their diverse backgrounds by aligning roles with individual interests and strengths, resulting in a highly efficient and high-performing unit.

During the project, our team utilized Google Docs as the main platform for exchanging comments, suggestions, and collaborating on tasks, which greatly enhanced our productivity. This approach proved to be invaluable in ensuring effective communication and acted as a dependable double-check mechanism, resulting in the overall success of the project.

PIVOTING AS NEEDED

The Cognitive Blueprints team took a proactive approach to minimize errors and cater to our client's needs. To achieve this, we prioritize maintaining a clear scope and precise objectives. Our approach includes careful planning, real-time documentation, and working closely with subject matter experts to ensure successful goal realization.

Clear Scope & Objectives

An initial meeting meeting with the client specified the scope and objectives. We focused on the central goal of developing a user-friendly digital logbook allowing users to document, store, and retrieve their workout data. This was a crucial step to ensuring all members have a shared understanding of what the project aims and prevent scope creep.

Comprehensive Planning

Due to the time constraints of this project, the Cognitive Blueprints maintained comprehensive planning of tasks and timelines. The work breakdown schedule sketched out our 4 phases of the project including project pre-planning, designing, finalizing, and client close-out. We included plans for risk management and spending to minimize risks and added expenditures.

Real-time Documentation

Utilization of Google Drive to store all project files including but not limited to: the client information, the contact information, the scope document, and the prototype. One of the most significant advantages of a Google Drive is that it enables synchronous collaboration among all team members. What's more, keeping all important files in a safe place helps in ensuring consistency and serves as a reference in case of any uncertainties.

Expertise

Due to a potential gap identified during our risk management planning of fitness expertise, we sought out the help of a physical therapist (PT). The PT provided thoughtful insights on every step and iteration of the project to aid Cognitive Blueprints in reaching designing a digital workout logbook for beginners and athletes alike.

EVALUATION PLAN

WHY EVALUATE?

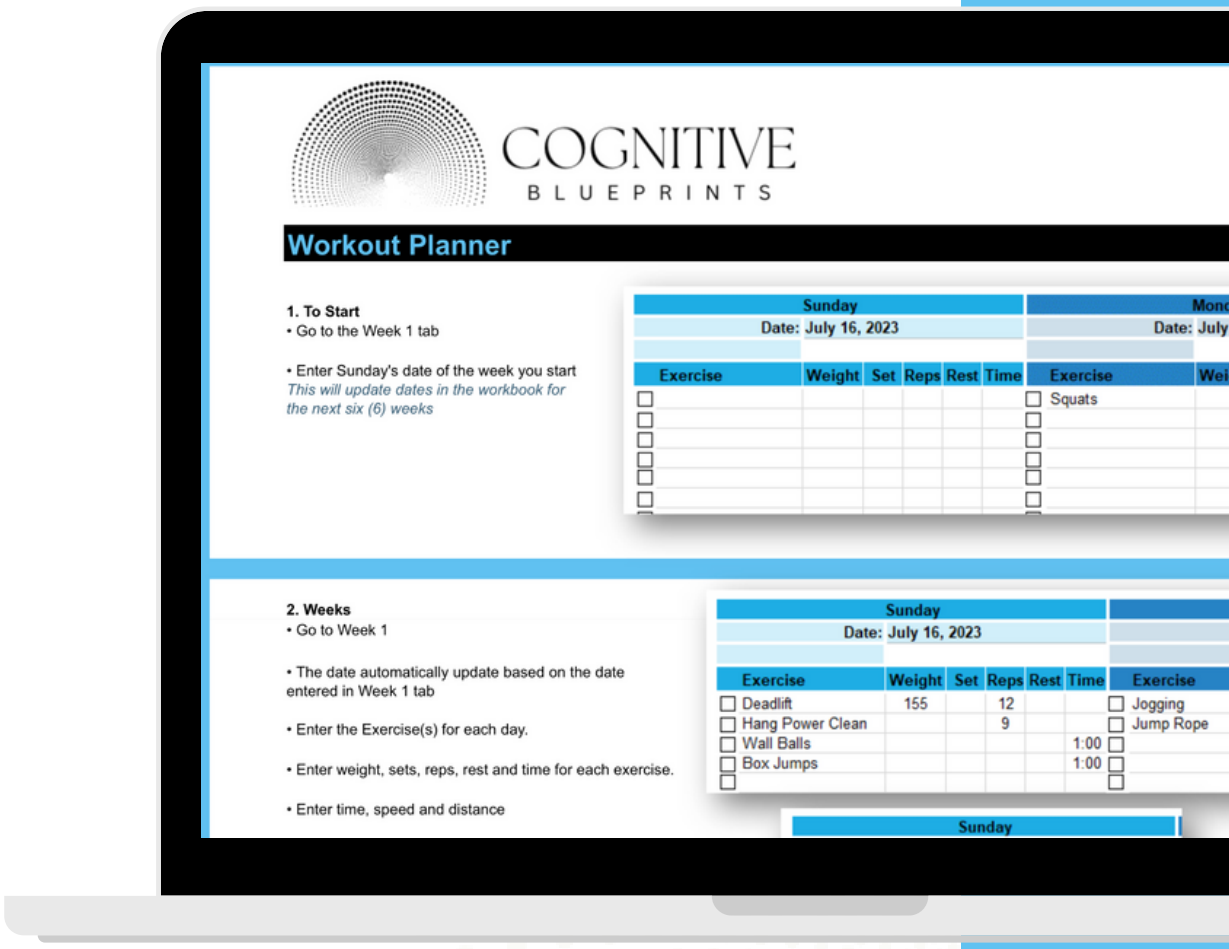
The Cognitive Blueprints team designed a digital workout logbook using Microsoft Office applications, enabling each team member to edit it as necessary. The logbook includes a section for product users to input their personal workout ratings and comments. The development process utilized Excel for ease of use and manipulation. Regular communication through phone calls, Zoom conferences, and emails with the client and project manager ensured the product's success and client satisfaction. Throughout development, The Cognitive Blueprints team actively incorporated client feedback to adjust the content, design, and accessibility of the digital workout logbook.

To facilitate future assessment of the product's effectiveness and usability, we recommend implementing a user-friendly survey and/or questionnaire. Google Forms or Survey Monkey are suggested as suitable survey providers, ideally accessible on a smartphone for ease of use. Encouraging anonymous submissions will ensure honest user-experience data, thereby providing the client with valuable insights (see Appendix for the Assessment and Evaluation Instruments).

PROJECT CLOSE

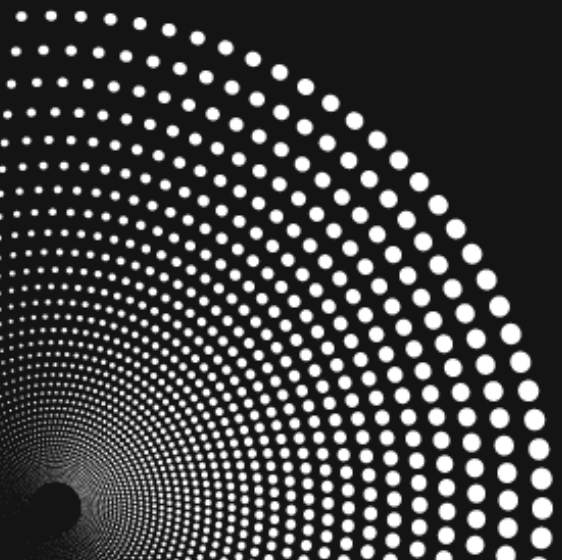
Relinquishing Ownership

On August 2nd, 2023, Lindsay Moreland-Head, the project manager for CLEAR, reached out to the client via email to notify them that the project had been completed. The client was given the final workout logbook in the form of an Excel file, which they can utilize for personal or professional purposes with their own clients.



26 JULY 2023

PROJECT RECOMMENDATIONS



RECOMMENDATIONS

Recommendations to our Client, Future Teams, & General Manager

After working on and completing the digital workout logbook, Cognitive Blueprints recommends future considerations for the client, future teams that may work on this project or one similar, and the general manager.

Recommendations for the Client

Keeping a digital logbook that can be printed is a great idea, especially if you can add data using your mobile device or print out pages to keep in a notebook. However, the available digital platforms (such as Excel, Google Sheets, Adobe, and Access) have limitations, and it's hard to provide a high-quality user experience. That's why we recommend creating a mobile application that includes these features. With the app, you can use any mobile device to enter your workout data, track your nutrition, set goals, and keep a record of PRs in a user-friendly way. You can even store workout videos that show specific exercises. Plus, if you want, you can monetize the app's features.

Recommendations for General Manager

We found the project samples from previous years to be very useful in understanding what constitutes exceptional work. While we recognize that these examples may limit creativity in future projects, they provided us with several ideas to enhance and refine our presentation materials.

As of the summer of 2023, UGA does not have a subscription license for Canva. As a result, the Cognitive Blueprints team had to rely on the personal subscriptions of our team members. It would be beneficial to subscribe to this presentation software to ensure that our project documents are up to the highest professional standards.

RECOMMENDATIONS

Recommendations for Future Teams

The uniqueness of this project stemmed from its fusion of a printable workout logbook and a digital mobile app. Drawing inspiration from diverse mobile apps and commercial printable logbooks, the Cognitive Blueprints team aimed to incorporate the most beneficial aspects of both platforms.

Throughout the development process, the team identified specific elements that could have significantly enhanced the final product, but implementing them would have demanded considerable time and resources. Consequently, Cognitive Blueprints advises future development teams to take the following features into account when designing a similar product:

- Within the scope of the digital workout logbook, the Cognitive Blueprints team recommends developing some features for beginners who need more experience with exercise programs. The group included a glossary of workout terminology, and future development teams might incorporate short exercise videos detailing specific movements and training components.

- It is crucial to comprehend the target audience when developing this product. While tracking body weight and body fat percentage may attract fitness enthusiasts, it could be distressing for beginners. To avoid any negative impact, future development teams should make these components optional. Additionally, they should guide the consumer with positive reinforcement throughout their fitness journey, without making them feel ashamed about these topics.

- Future development teams should encourage consumers to use this digital logbook in consultation with an athletic trainer, especially if they are beginning their fitness journey. People can be embarrassed about not knowing how to perform specific exercises and might be afraid to ask for help leading to potential injury or failure to complete the exercise program.

- The team at Cognitive Blueprints recommends that future development teams provide options for tracking progressive overload, such as increasing weights or reps over time. It's also important to consider tracking weekly goals related to progressive overload so that participants can see how they are progressing towards their overall goals. This can help them stay motivated and focused on achieving their objectives.

APPENDIX

CLIENT REQUEST

David Johnston, CEO
Professional Academic Solutions for Success (P.A.S.S.)

Professional Academic Solutions for Success (P.A.S.S.) is a training development company specializing in custom learning solutions. Their team of experienced professionals delivers customized programs tailored to meet the unique needs of their clients.

PASS is committed to providing a comprehensive learning experiences and offering top-quality training materials alongside their courses. These materials include interactive modules, engaging presentations, informative handbooks, and cutting-edge e-learning resources.

Objective

The objective of this project is to develop a user-friendly and efficient digital exercise tracker for PASS clientele.

The product should provide a convenient and comprehensive solution for individuals to document their daily training routines, monitor progress, and make informed decisions regarding their fitness goals.

The end product should provide a structured approach to tracking workouts, nutrition, personal records, and other relevant information, regardless of the client's current fitness level.

Target Audience

The primary end users of the digital workout log book will be fitness enthusiasts, athletes, and individuals who are committed to maintaining a healthy and active lifestyle.

COGNITIVE BLUEPRINTS

STATEMENT OF UNDERSTANDING
PASS Digital Workout Logbook

Client

David Johnston, CEO
Professional Academic Solutions for Success (P.A.S.S.)
dbjohnston0104@gmail.com

Project Developer

Cognitive Blueprints

Background

P.A.S.S. is a training development company specializing in custom learning solutions where the team of experienced professionals delivers customized programs tailored to meet the unique needs of their clients. For the purpose of this project, P.A.S.S seeks to develop a user-friendly digital exercise logbook for its clients. The product aims to provide a convenient and comprehensive solution for individuals passionate about fitness and desire a structured approach to tracking their workouts, personal records, and other relevant information.

The Cognitive Blueprints team will design a digital workout logbook compatible with various printable file formats, ensuring seamless integration with widely used Microsoft Office applications. This versatility will enable users to easily access and edit their log books across different platforms and devices. The intended audience for the digital workout log book will range from athletes to those who are committed to maintaining a healthy and active lifestyle by providing a platform to document their daily training routines, monitor progress, and make informed decisions regarding their fitness goals.

The Cognitive Blueprints team intends to construct a digital logbook that honors the vision of Mr. Johnston and the P.A.S.S. training company. The journal pages will offer a structured layout to organize workouts in an intuitive recording of exercise-related data. Users can chart their exercises performed, sets, repetitions, weights, and rest intervals. Additionally, the logbook will provide a space for recording nutritional information, personal records, and progress toward user-identified goals outside of a gym-membership associated app.

The ultimate goal is to create a digital workout log book that is easy to use to empower individuals to analyze their exercise data, optimize their training routines, track achievements, and enhance their overall fitness goals.

COGNITIVE BLUEPRINTS

PROJECT ENDORSEMENT

PASS Digital Workout Logbook

We, the undersigned representatives, Lindsay Moreland-Head, Project Manager for the Cognitive Blueprints team, and Mr. David Johnston, the client, agree to the scope and specifications in this document to create a Digital Workout Logbook.

By signing this document, the client gives consent to the plan and to initiate production of the product. Any changes will need to be documented and agreed upon in writing and assessed to determine how the change will impact the budget, time, and product quality.

6/27/2023

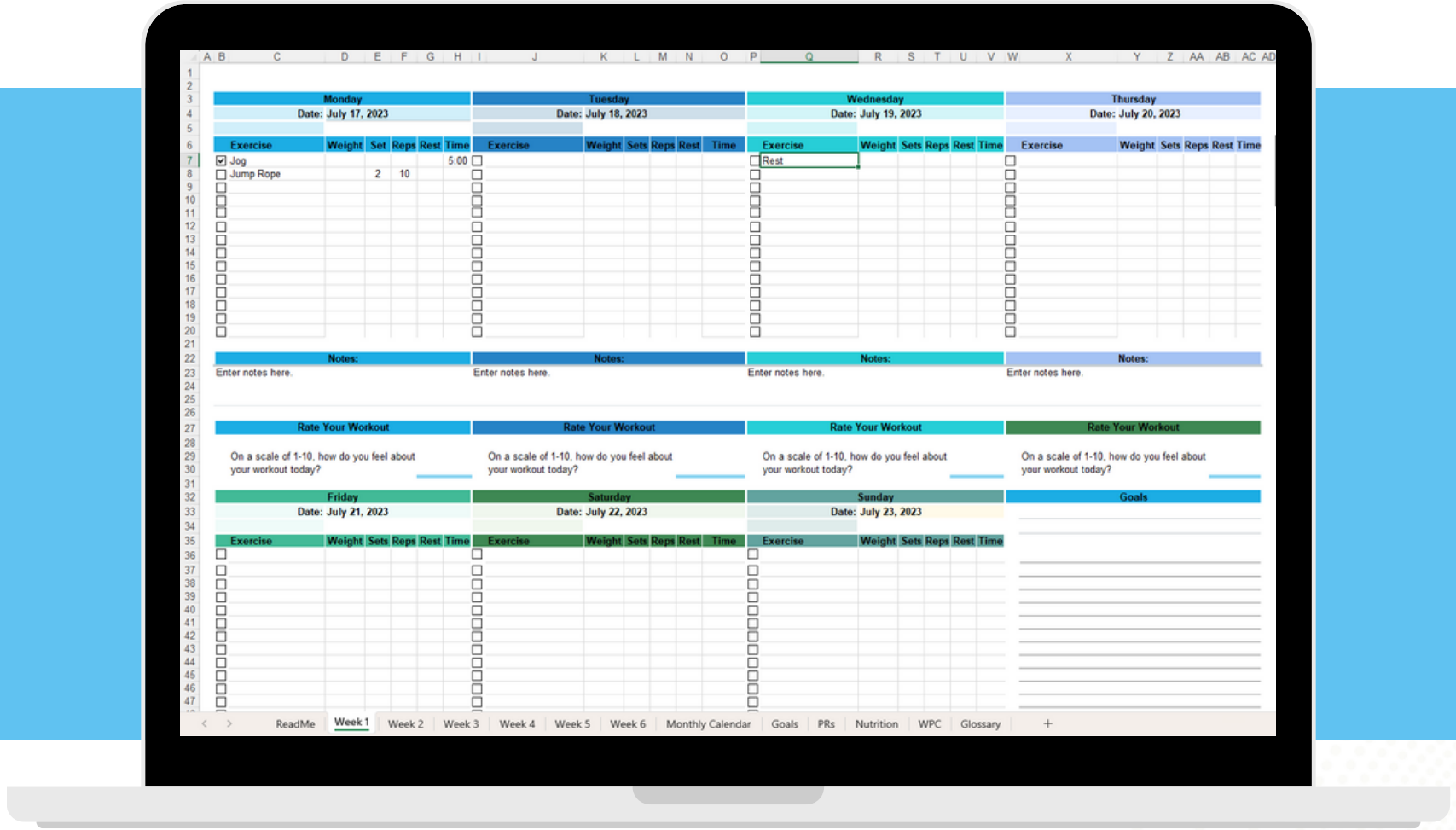
David Johnston — Date
Client

6/27/23

Lindsay Moreland-Head — Date
Project Manager, Cognitive Blueprints

APPENDIX D
DIGITAL LOGBOOK PROJECT SAMPLES

These project samples demonstrate the successful creation of a digital logbook by Cognitive Blueprints. This logbook allows users to easily track and manage their workout routines. It offers customizable workouts, progress tracking, and user-friendly interfaces accessible on multiple devices. The project's success is proof of the team's commitment to designing a practical and user-focused digital logbook that meets the needs of fitness enthusiasts and individuals looking for a convenient tool to monitor their fitness progress.



DIGITAL LOGBOOK INSTRUCTIONS

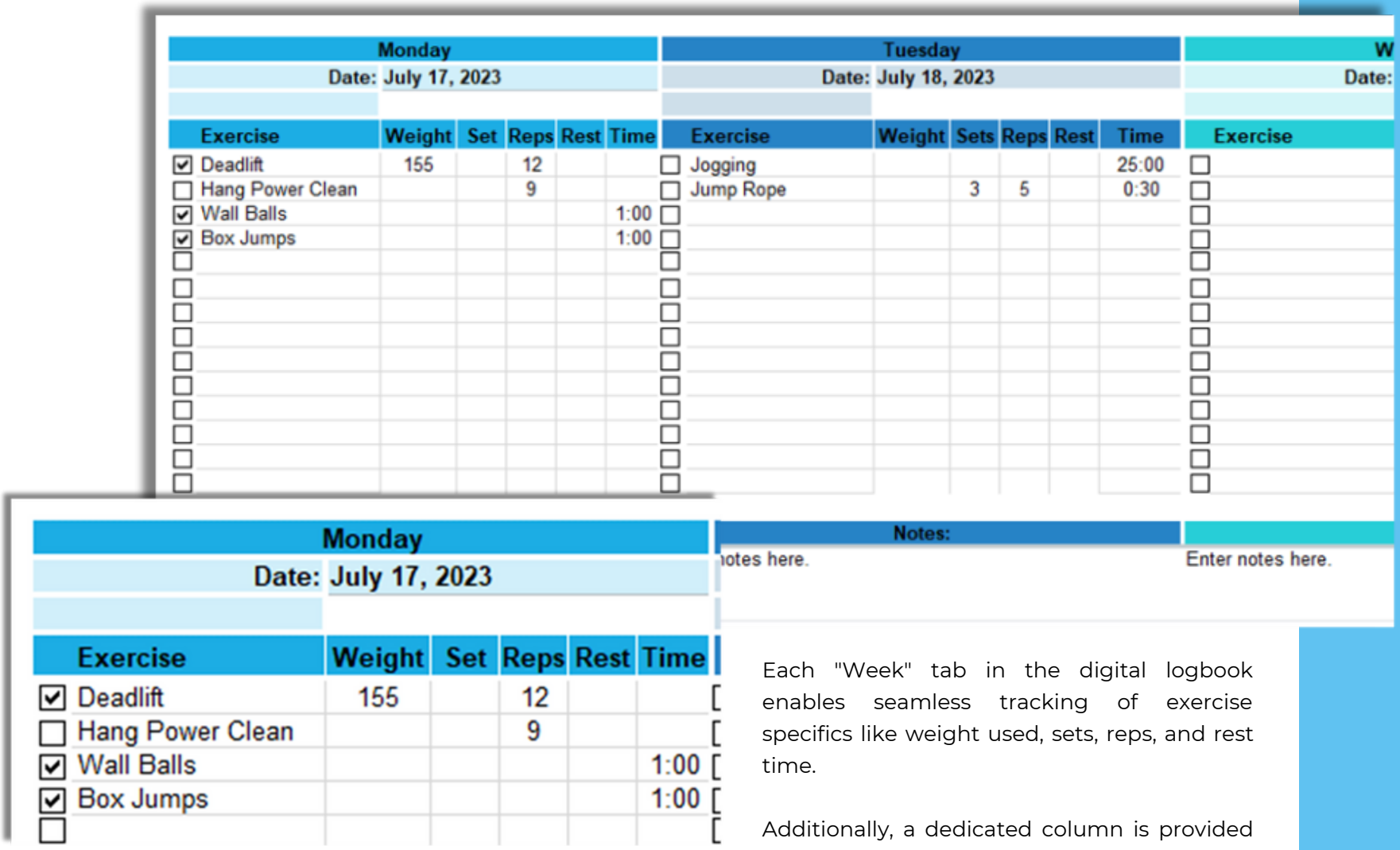
The Read Me page for the Digital Logbook is displayed in this sample. It offers users clear and thorough instructions on how to use the tool, ensuring they have proper guidance effectively.

The purpose of the Digital Logbook is to provide an easy-to-use tool that allows users to track several weeks of workouts.

This logbook includes helpful features such as a glossary and a weight percentage chart (WPC) to aid in training.

In addition, users can monitor their personal records and make nutritional decisions, making it an all-inclusive tool for effective fitness tracking.

DIGITAL LOGBOOK WEEKLY TRACKING



Monday					
Date: July 17, 2023					
Exercise	Weight	Set	Reps	Rest	Time
☑ Deadlift	155		12		
☐ Hang Power Clean			9		
☑ Wall Balls					1:00
☑ Box Jumps					1:00
☐					

Tuesday					
Date: July 18, 2023					
Exercise	Weight	Sets	Reps	Rest	Time
☐ Jogging					25:00
☐ Jump Rope		3	5		0:30

W
Date:
Exercise
☐

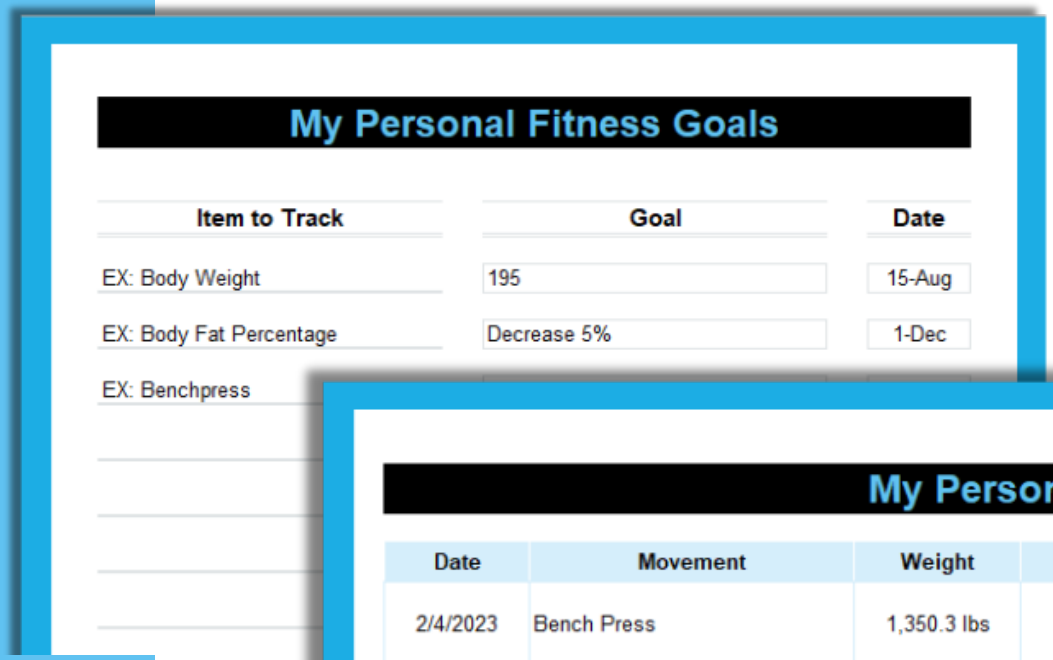
Notes:	
otes here.	Enter notes here.

Each "Week" tab in the digital logbook enables seamless tracking of exercise specifics like weight used, sets, reps, and rest time.

Additionally, a dedicated column is provided for recording time during cardio workouts, ensuring comprehensive fitness monitoring.

DIGITAL LOGBOOK - EXTRAS

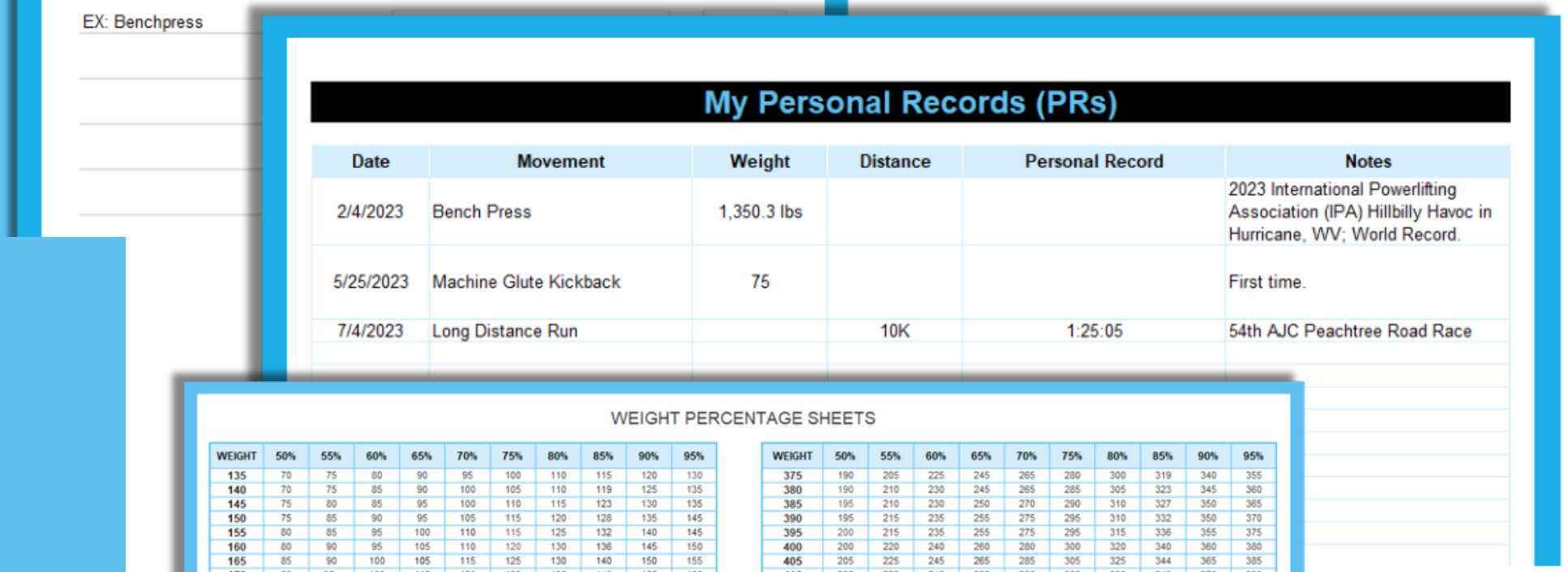
In addition, the logbook provides valuable resources through the inclusion of a glossary, offering explanations for workout terminologies and ensuring users are well-informed throughout their exercise routines. Furthermore, the weight percentage chart (WPC) aids users in understanding their body's performance and progress by visualizing their weightlifting achievements.



My Personal Fitness Goals

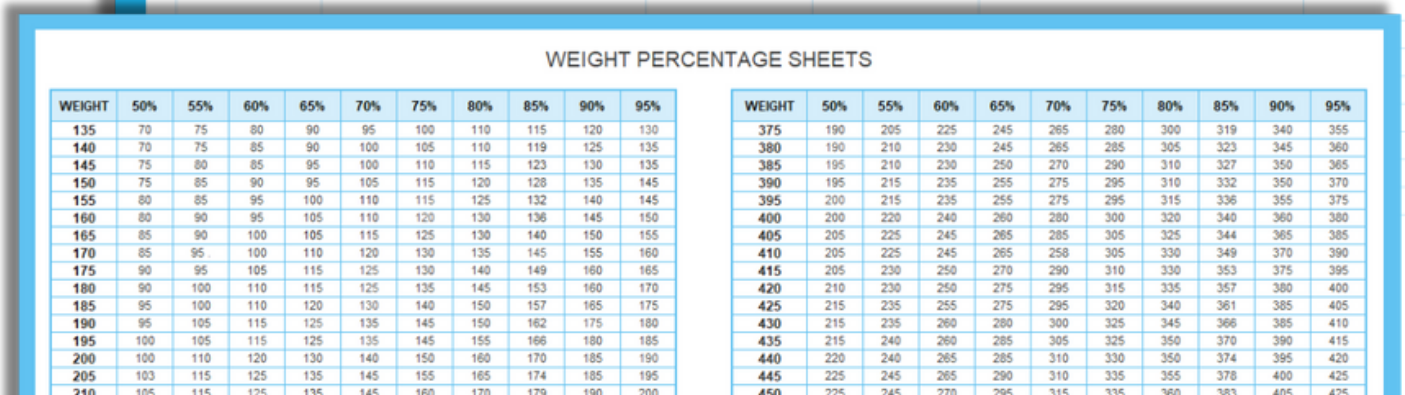
Item to Track	Goal	Date
EX: Body Weight	195	15-Aug
EX: Body Fat Percentage	Decrease 5%	1-Dec
EX: Benchpress		

In addition to keeping track of workouts and nutrition, the logbook allows users to monitor their personal records. This empowers them to set new goals and surpass their previous achievements. With a variety of tabs available, the logbook provides a comprehensive and convenient fitness tracking experience. It is an invaluable tool for individuals striving to achieve their fitness objectives effectively.



My Personal Records (PRs)

Date	Movement	Weight	Distance	Personal Record	Notes
2/4/2023	Bench Press	1,350.3 lbs			2023 International Powerlifting Association (IPA) Hillbilly Havoc in Hurricane, WV; World Record.
5/25/2023	Machine Glute Kickback	75			First time.
7/4/2023	Long Distance Run		10K	1:25:05	54th AJC Peachtree Road Race



WEIGHT PERCENTAGE SHEETS

WEIGHT	50%	55%	60%	65%	70%	75%	80%	85%	90%	95%
135	70	75	80	90	95	100	110	115	120	130
140	70	75	85	90	100	105	110	119	125	135
145	75	80	85	95	100	110	115	123	130	135
150	75	85	90	95	105	115	120	128	135	145
155	80	85	95	100	110	115	125	132	140	145
160	80	90	95	105	110	120	130	136	145	150
165	85	90	100	105	115	125	130	140	150	155
170	85	95	100	110	120	130	135	145	155	160
175	90	95	105	115	125	130	140	149	160	165
180	90	100	110	115	125	135	145	153	160	170
185	95	100	110	120	130	140	150	157	165	175
190	95	105	115	125	135	145	150	162	175	180
195	100	105	115	125	135	145	155	166	180	185
200	100	110	120	130	140	150	160	170	185	190
205	103	115	125	135	145	155	165	174	185	195

WEIGHT	50%	55%	60%	65%	70%	75%	80%	85%	90%	95%
375	190	205	225	245	265	280	300	319	340	355
380	190	210	230	245	265	285	305	323	345	360
385	195	210	230	250	270	290	310	327	350	365
390	195	215	235	255	275	295	310	332	350	370
395	200	215	235	255	275	295	315	336	355	375
400	200	220	240	260	280	300	320	340	360	380
405	205	225	245	265	285	305	325	344	365	385
410	205	225	245	265	258	305	330	349	370	390
415	205	230	250	270	290	310	330	353	375	395
420	210	230	250	275	295	315	335	357	380	400
425	215	235	255	275	295	320	340	361	385	405
430	215	235	260	280	300	325	345	366	385	410
435	215	240	260	285	305	325	350	370	390	415
440	220	240	265	285	310	330	350	374	395	420
445	225	245	265	290	310	335	355	378	400	425

WORK BREAKDOWN STRUCTURE

Work Breakdown Structure (WBS)

The team divided up the project into four phases: Project Pre-Planning, Design Digital Logbook, Finalize Digital Logbook, and Client Close-Out. See Appendix for WBS Flow Diagram.

The various objectives and work tasks are listed below:

PHASE 1

PROJECT PRE-PLANNING

1.1 Team Meeting to Prepare for Client Meeting

All team members met on June 14 to review the questions and parameters of the project prior to meeting with the client.

1.2 Initial Client Meeting

On June 21, several team members (VE, BJ, AW, & LMH) met with Mr. Johnston to review his vision for the digital workout logbook. The team asked several probing and clarifying questions to ensure that the team's plan aligned with the client's desire for the log book.

1.3 Team Meeting to Determine Responsibilities

On June 22, all team members met to divide up the various responsibilities for the scope document and culminating project.

1.4 Develop Scope Document

After determining the division of labor, all team members developed their respective sections of the scope document from June 22-26. Victoria served as the editor and compiled all the sections together into one document.

1.5 Turn in Scope Document

On June 28, the team submitted the Scope Document to Dr. Branch.

WORK BREAKDOWN STRUCTURE

PHASE 2

DESIGN DIGITAL WORKOUT LOGBOOK

2.1 Research Various Digital Logbooks

After submitting the Scope document, all team members researched various digital logbooks that aligned with the client's vision (June 28 - June 30)

2.2 Design Digital Logbook Prototype

The team collaborated on designing the digital logbook based on the client's parameters. (June 30 – July 2)

2.3 Participant Testing - Prototype 1

On June 22, all team members met to divide up the various responsibilities for the scope document and culminating project.

2.4 Client Review - Prototype 1

The team met with Mr. Johnston to present their initial prototype and gather his input. (July 7)

2.5 Develop Digital Logbook - Prototype 2

Based on client feedback from Prototype 1, the team incorporated the feedback from the client and developed Prototype 2 using suggested revisions. (July 7-9)

2.6 Participant Testing - Prototype 2

Volunteer participants used the second prototype in their workouts and provided feedback. The team revised the prototype based on this feedback. (July 10-13)

WORK BREAKDOWN STRUCTURE

PHASE 2

DESIGN DIGITAL WORKOUT LOGBOOK

2.7 Client Review - Prototype 2

The team presented Prototype 2 to Mr. Johnston for his review. (July 14)

2.8 Develop Final Product

The team incorporated the revisions from client feedback and began the final development of the digital workout logbook. (July 15-22)

PHASE 3

FINALIZE DIGITAL LOGBOOK

3.1 Finalize Digital Workout Logbook

The team finalized the details of the digital logbook based on the cumulative feedback from the volunteer participants and the client. Vicki Elder compiled the various edits into one document. (July 23)

3.2 Turn in Final Report

The team submitted the final report summarizing the actions that occurred throughout the project, lessons learned, and recommendations for future consideration. (July 26)

PHASE 4

CLIENT CLOSE-OUT

4.1 Presentation of Final Product

The team presented the final draft of the digital workout logbook to Mr. Johnston for his company's implementation. (July 26)

4.2 Relinquish Ownership

The project manager removed team access to the final product and turned all ownership of the final product over to Mr. Johnston and his company, PASS. (July 26)

P.A.S.S. Digital Workout Logbook

PHASE

1 PROJECT PRE-PLANNING

- 1.1 Team Meetings to Prepare for Client Meeting
- 1.2 Initial Client Meeting
- 1.3 Team Meeting to Determine Responsibilities
- 1.4 Develop Scope Document
- 1.5 Turn in Scope Document

2 DESIGN DIGITAL LOGBOOK

- 2.1 Research Various Digital Logbooks
- 2.2 Design Digital Logbook *Prototype 1*
- 2.3 Participant Testing *Prototype 1*
- 2.4 Client Review *Prototype 1*
- 2.5 Develop Digital Logbook *Prototype 2*
- 2.6 Participant Testing *Prototype 2*
- 2.7 Client Review *Prototype 2*
- 2.8 Develop Final Product

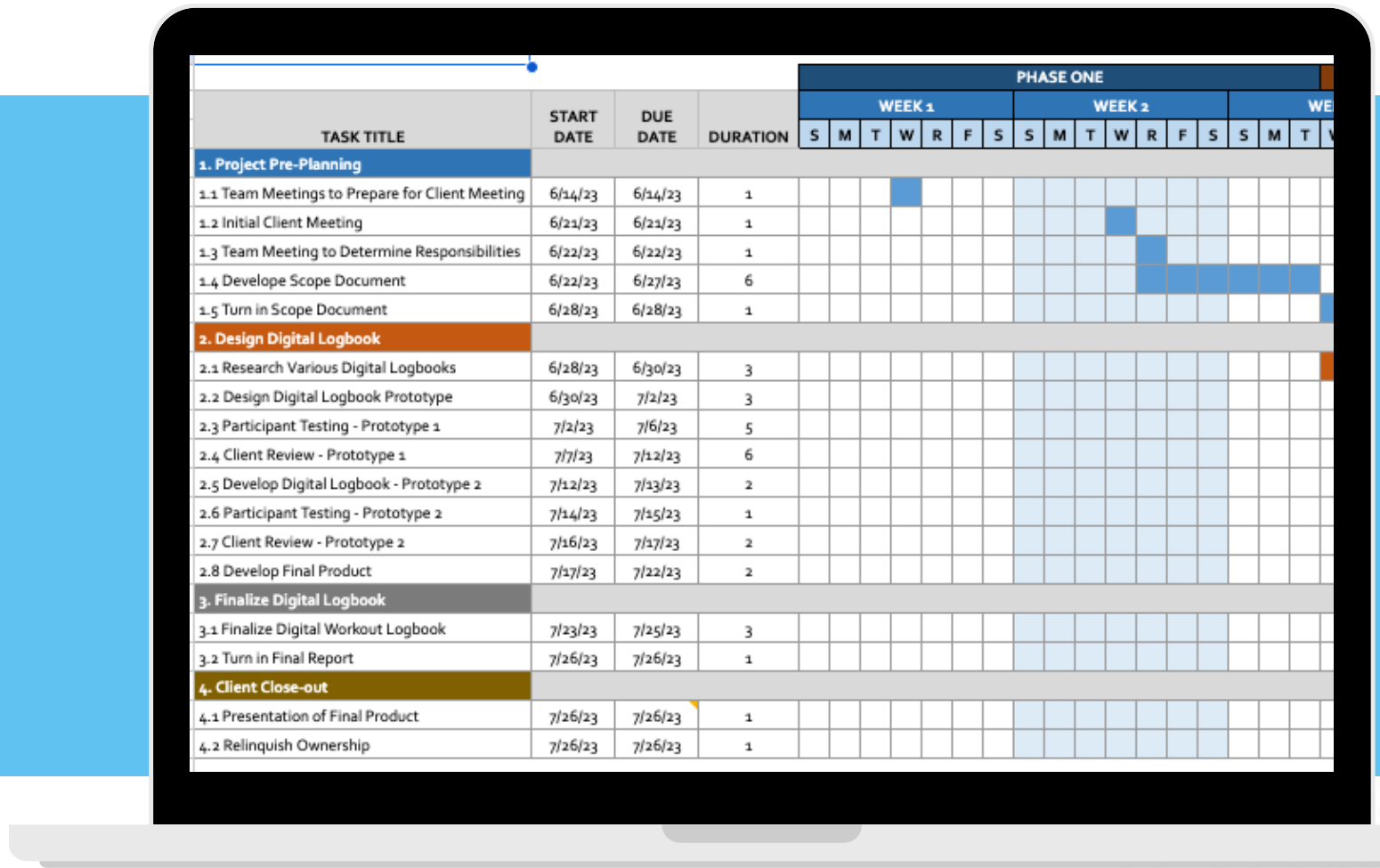
3 FINALIZE DIGITAL LOGBOOK

- 3.1 Finalize Digital Workout Logbook
- 3.2 Turn in Final Report

4 CLIENT CLOSE-OUT

- 4.1 Presentation of Final Product
- 4.2 Relinquish Ownership

APPENDIX E
GANTT CHART



TASK TITLE	START DATE	DUE DATE	DURATION
1. Project Pre-Planning			
1.1 Team Meetings to Prepare for Client Meeting	6/14/23	6/14/23	1
1.2 Initial Client Meeting	6/21/23	6/21/23	1
1.3 Team Meeting to Determine Responsibilities	6/22/23	6/22/23	1
1.4 Develope Scope Document	6/22/23	6/27/23	6
1.5 Turn in Scope Document	6/28/23	6/28/23	1
2. Design Digital Logbook			
2.1 Research Various Digital Logbooks	6/28/23	6/30/23	3
2.2 Design Digital Logbook Prototype	6/30/23	7/2/23	3
2.3 Participant Testing - Prototype 1	7/2/23	7/6/23	5
2.4 Client Review - Prototype 1	7/7/23	7/12/23	6
2.5 Develop Digital Logbook - Prototype 2	7/12/23	7/13/23	2
2.6 Participant Testing - Prototype 2	7/14/23	7/15/23	1
2.7 Client Review - Prototype 2	7/16/23	7/17/23	2
2.8 Develop Final Product	7/17/23	7/22/23	2
3. Finalize Digital Logbook			
3.1 Finalize Digital Workout Logbook	7/23/23	7/25/23	3
3.2 Turn in Final Report	7/26/23	7/26/23	1
4. Client Close-out			
4.1 Presentation of Final Product	7/26/23	7/26/23	1
4.2 Relinquish Ownership	7/26/23	7/26/23	1

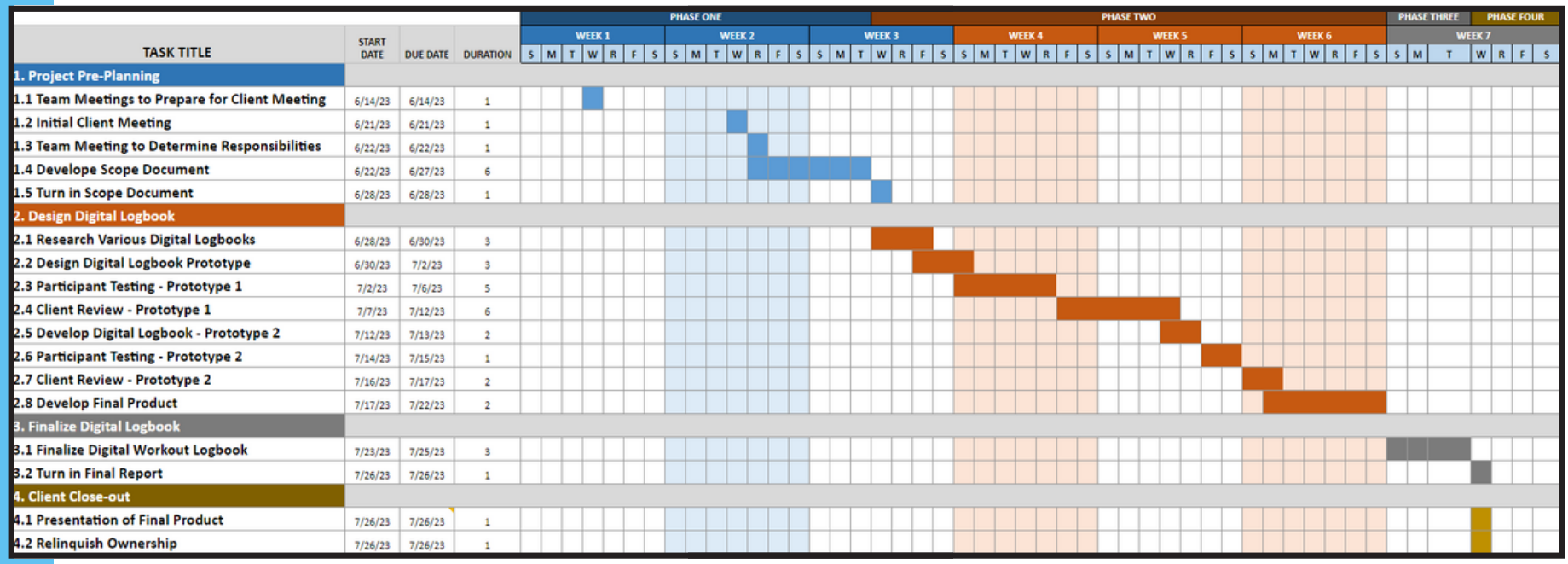
DIGITAL LOGBOOK - GANTT CHART

The development of a Gantt chart for this project was a crucial step in effectively planning and managing the project's timeline and tasks. The Gantt chart comprehensively covers the four phases outlined in the work breakdown structure (WBS), namely initiation, planning, execution, and closure.

The Gantt chart laid out the groundwork for the project, identifying key stakeholders, defining project objectives, and outlining the scope. The planning phase saw the Gantt chart meticulously break down the project into manageable tasks, assign responsibilities to team members, and establish timelines for each task.

As the project entered Phase 2, the Gantt chart played a pivotal role in tracking progress, monitoring task dependencies, and ensuring timely completion. The visual representation of the Gantt chart provided a clear overview of the project's status, facilitating effective communication and decision-making among team members and stakeholders.

As the project approached closure, the Gantt chart assisted in reviewing completed tasks, assessing project outcomes, and identifying any remaining action items. By encapsulating the entire project lifecycle, the Gantt chart proved to be an invaluable tool in streamlining project management, enhancing efficiency, and ensuring the successful delivery of the digital logbook.



TASK TITLE	START DATE	DUE DATE	DURATION
1. Project Pre-Planning			
1.1 Team Meetings to Prepare for Client Meeting	6/14/23	6/14/23	1
1.2 Initial Client Meeting	6/21/23	6/21/23	1
1.3 Team Meeting to Determine Responsibilities	6/22/23	6/22/23	1
1.4 Develope Scope Document	6/22/23	6/27/23	6
1.5 Turn in Scope Document	6/28/23	6/28/23	1
2. Design Digital Logbook			
2.1 Research Various Digital Logbooks	6/28/23	6/30/23	3
2.2 Design Digital Logbook Prototype	6/30/23	7/2/23	3
2.3 Participant Testing - Prototype 1	7/2/23	7/6/23	5
2.4 Client Review - Prototype 1	7/7/23	7/12/23	6
2.5 Develop Digital Logbook - Prototype 2	7/12/23	7/13/23	2
2.6 Participant Testing - Prototype 2	7/14/23	7/15/23	1
2.7 Client Review - Prototype 2	7/16/23	7/17/23	2
2.8 Develop Final Product	7/17/23	7/22/23	2
3. Finalize Digital Logbook			
3.1 Finalize Digital Workout Logbook	7/23/23	7/25/23	3
3.2 Turn in Final Report	7/26/23	7/26/23	1
4. Client Close-out			
4.1 Presentation of Final Product	7/26/23	7/26/23	1
4.2 Relinquish Ownership	7/26/23	7/26/23	1

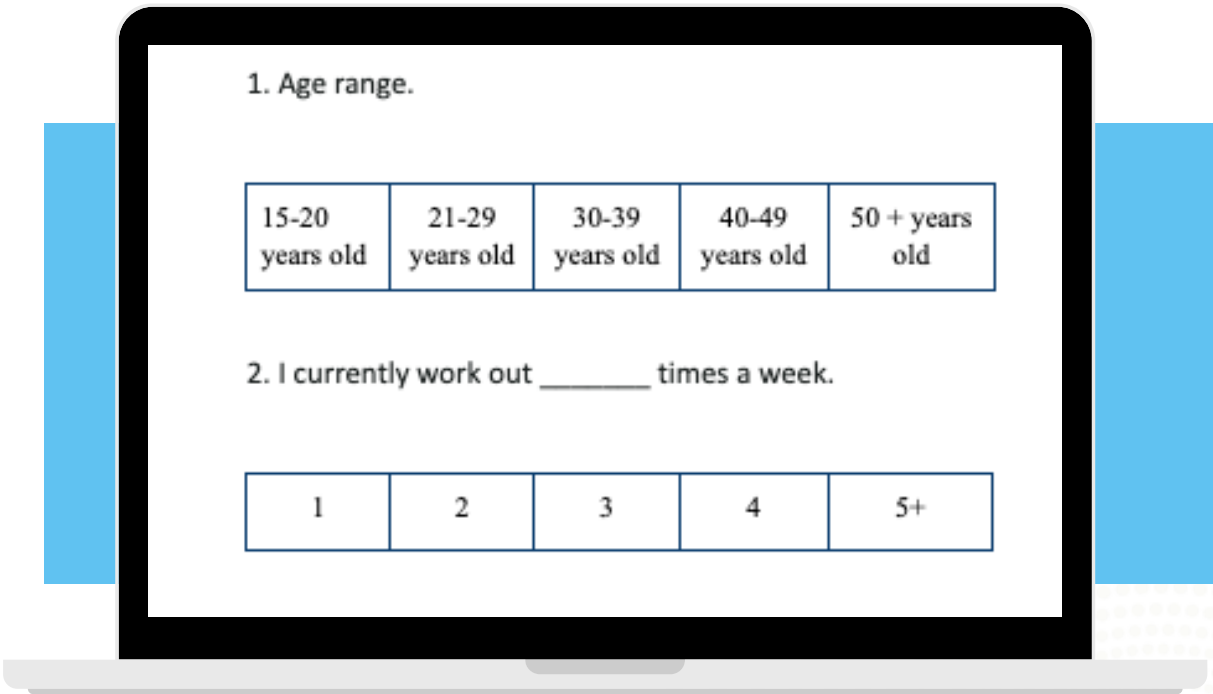
APPENDIX F
EVALUATION PLAN SURVEY SAMPLES

As part of the digital logbook assessment, a thorough survey will be conducted to gather important information about its usability and effectiveness. The survey aims to determine user satisfaction, identify possible areas for improvement, and assess overall user experience. Survey participants will be requested to provide feedback on the logbook's ease of use, clarity of instructions, and navigational simplicity.

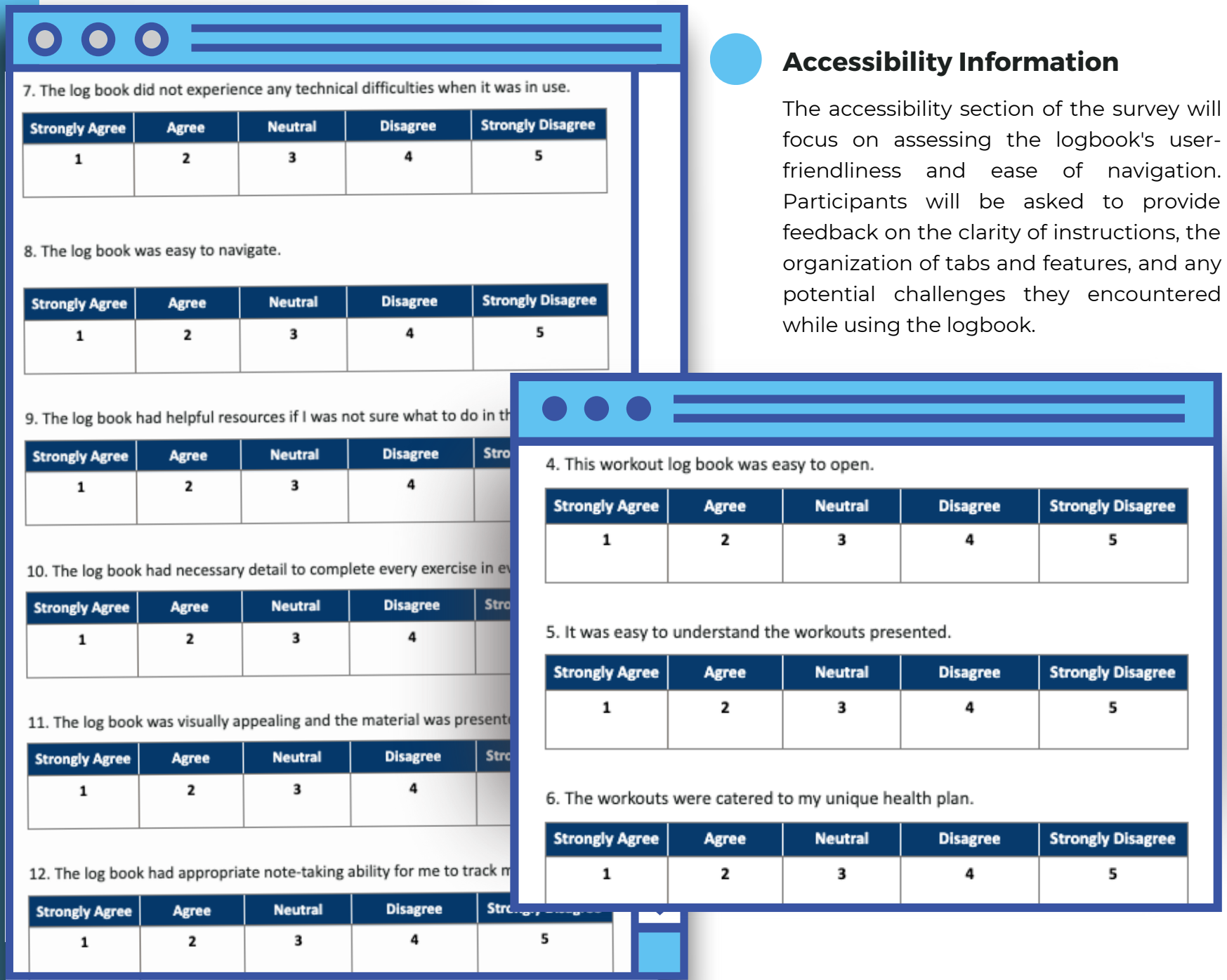
The evaluation plan for the digital logbook includes a comprehensive survey divided into three key sections: demographics, accessibility, and satisfaction.

Demographics

The demographics section will gather information about the users, such as age, gender, fitness level, and previous experience with fitness tracking tools. This data will help us understand our target audience better and tailor the logbook to their specific needs.



EVALUATION PLAN



7. The log book did not experience any technical difficulties when it was in use.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1	2	3	4	5

8. The log book was easy to navigate.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1	2	3	4	5

9. The log book had helpful resources if I was not sure what to do in th

Strongly Agree	Agree	Neutral	Disagree	Stro
1	2	3	4	

10. The log book had necessary detail to complete every exercise in ev

Strongly Agree	Agree	Neutral	Disagree	Stro
1	2	3	4	

11. The log book was visually appealing and the material was presente

Strongly Agree	Agree	Neutral	Disagree	Stro
1	2	3	4	

12. The log book had appropriate note-taking ability for me to track m

Strongly Agree	Agree	Neutral	Disagree	Stro
1	2	3	4	5

4. This workout log book was easy to open.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1	2	3	4	5

5. It was easy to understand the workouts presented.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1	2	3	4	5

6. The workouts were catered to my unique health plan.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1	2	3	4	5

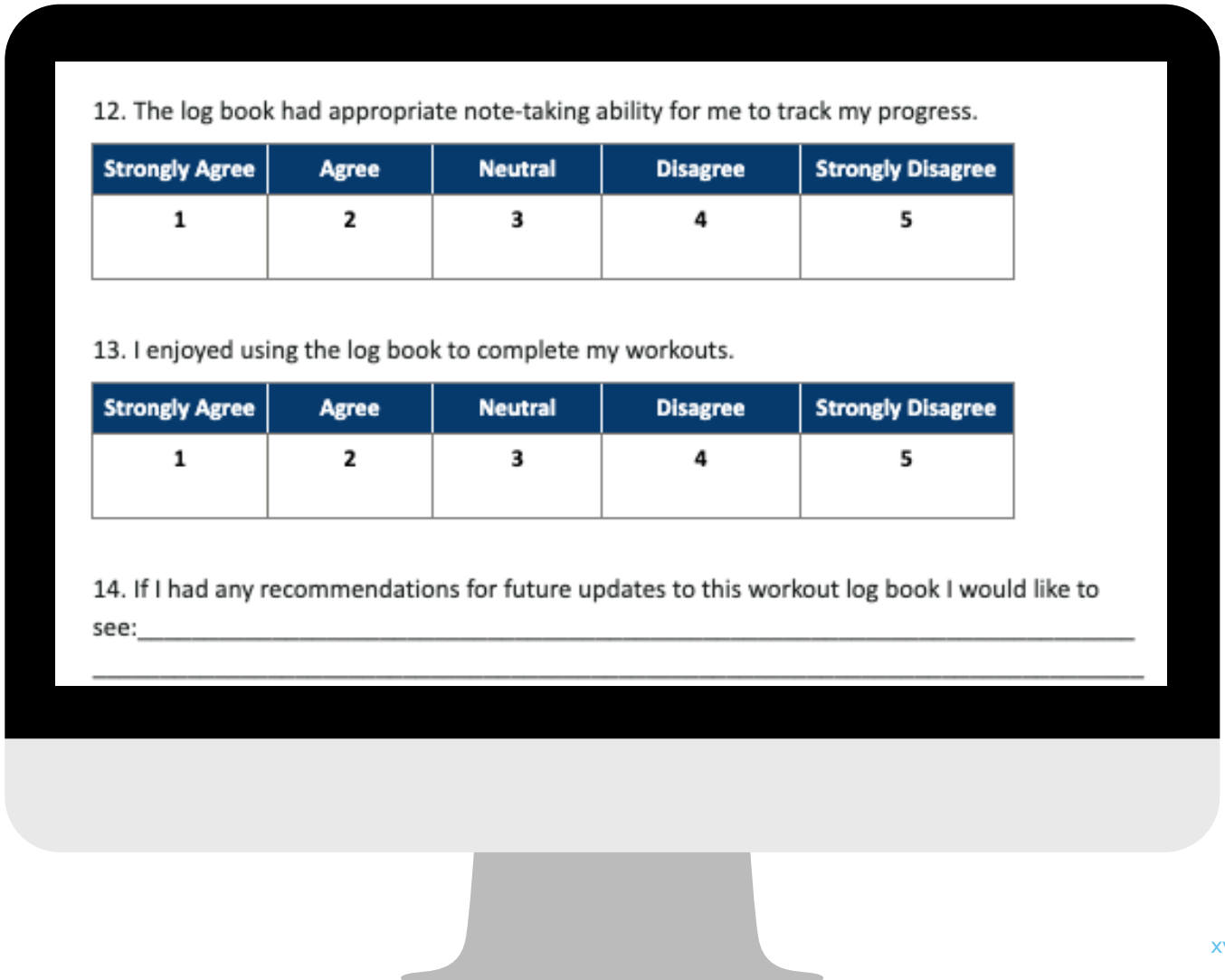
Accessibility Information

The accessibility section of the survey will focus on assessing the logbook's user-friendliness and ease of navigation. Participants will be asked to provide feedback on the clarity of instructions, the organization of tabs and features, and any potential challenges they encountered while using the logbook.

EVALUATION PLAN

Satisfaction Information

In the satisfaction section, we will look into the users' overall experience with the digital logbook. We encourage participants to share their level of satisfaction with the logbook's effectiveness in tracking workouts, setting goals, and monitoring progress. We also welcome suggestions for improvements and any additional features they would like to see in the future.



12. The log book had appropriate note-taking ability for me to track my progress.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1	2	3	4	5

13. I enjoyed using the log book to complete my workouts.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1	2	3	4	5

14. If I had any recommendations for future updates to this workout log book I would like to see:_____

_____

Meet Our Team

Lindsay Moreland-Head, PharmD, BCCP

Project Manager

Lindsay is a Board Certified Cardiology Pharmacist and Assistant Clinical Professor of Medical Education at both Purdue University and Indiana University Medical School in West Lafayette. With her extensive background in healthcare and higher education, Lindsay excels in project management across a range of areas – from research to quality improvement projects to classroom management. As a practicing clinical pharmacist and teacher, Lindsay brings her unique perspectives on heart health and motivational interviewing for behavior change to the team.

Andrew Whatley, Ed.D.

Program Analyst

Andrew has recently taken on the role of Coordinator of Staff Development in Gwinnett County Public Schools (GCPS). As part of his new position, he manages the Professional Development & Effectiveness (PD&E) learning management system and oversees the Educator Preparation Programs (EPP) for the district. He provides professional learning, new teacher support, and coaching to teachers and administrators across more than 140 schools in GCPS. With a Project Management Certificate from Emory University and over 15 years as a middle school teacher and administrator, Andrew brings to the team an extensive background in project management experience.

Brandon Jackson, M.Ed.

Technical Writer

Brandon is a Learning Experience Designer for Georgia State University and a specialist in curriculum development for a learning solutions company. At Georgia State, he collaborates with faculty to create instructional strategies and course content that guarantee a first-rate online teaching and learning experience. With over seven years of experience in project management, in addition to a Master's Degree in Higher Education Administration and a history of leadership, Brandon brings a wealth of knowledge to the team. His expertise in curriculum development will support the team in designing a participant-focused learning experience.

Victoria Elder, LSSBB

Content Editor

Victoria brings over two decades of leadership, instructional design, and process improvement expertise to her role as an instructional designer at the Center for Disease Control and Prevention (CDC). In addition to being a US Air Force veteran, she is a Lean Six Sigma Black Belt, having mastered the art of creating learning programs, devising content across multiple technologies, and improving organizational processes. Victoria has developed and facilitated courses for various government agencies and private corporations alike, and is committed to empowering individuals to achieve their full potential through mentorship, training, and fostering productive and cohesive teams across diverse industries.

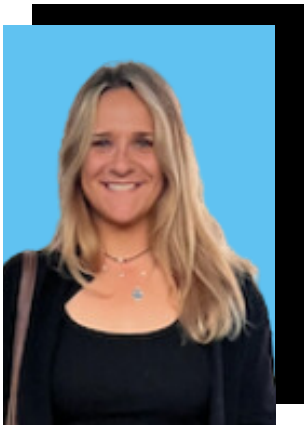
Fan Yang, M.A.

Training Specialist

Fan Yang is currently pursuing his Ph.D. in Learning, Design, and Technology at the University of Georgia. With a background in applied linguistics and five years of experience as a higher education instructor, Fan's expertise lies in the realm of online learning facilitation, instructional design, and instructional design competencies.

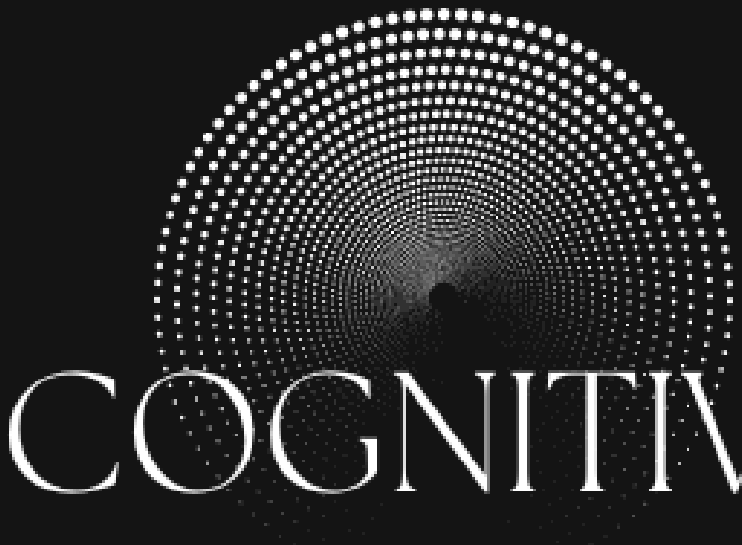
Evelyn Dole, M.Ed.

Instructional Designer



Evelyn brings a wealth of knowledge and experience to her role as Technology Training Specialist at Cvent, Inc. Prior to joining the team, she earned a MAT in Special Education: General Curriculum with a Graduate Certificate in Dyslexia from the University of Georgia. Evelyn has spent five years as an educator, fulfilling a range of positions, including Special Education teacher and Graduate Teaching Assistant. Her areas of expertise include instructional design, online training and development, and content creation and delivery in the K-12 setting.

THANK YOU



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