E.M.U. Distance Education System

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1 Introduction

1.1 Project overview

Distance education (e-Learning) is the most basic means of ensuring that people are educated independently of time and space by using communication technologies. In this way, those who have limited educational opportunities in their places, or because they work during business hours, education is provided to individuals who cannot devote time to their personal improvement.

Distance learning is independent of time. An individual can continue his education at the right time. In order to complete his studies, he decides entirely for himself how to use the time interval given to him. Distance Education is independent of space. Individuals who have limited educational opportunities in places where they live can be provided with the quality they want without having to change places. In the future, developments such as the further development of technology and the increase in the number of individuals wishing to receive education will make distance education an important alternative in education systems.

1.2 Objectives

Since the distance education program does not have to attend the course, the students are given the opportunity to work in the web and continue their education. Benefits of distance education can be summarized as follows;

- Cost savings,
- Saving time and space,
- More people can be reached in the classroom environment,
- To be able to get education from the home (disable),
- Increasing training efficiency,

- Increased learning through auditory and visual designs,
- Providing the sharing of knowledge and knowledge,
- Uninterrupted and unlimited training opportunities,
- Monitoring and evaluating the development of people,
- Ensuring the instructor and the student to have a single or two-way communication through the Internet even though they are in different places.

2 Initiation

2.1 Integration

2.1.1 Scope

2.1.1.1 Scope Definition

This project aims at distance education. It aims to continue education by saving time and many resources with the appropriateness of distance education of some departments and courses. Also, this system works in skype for integration with business and Moodle. Students can follow these lessons with their phones wherever there is internet and ask instant questions about the course.

2.1.1.2 Scope Statement

Within the scope of our project, some courses and departments of the Eastern Mediterranean University aim to provide distance education and enable students to easily establish Skype for Business program and actively participate in planned course hours.

PROJECT CHARTER

2.1.1 1. General Project Information				
Project Name:	**Distance Education**			
Sponsors	**Eastern Mediterranean University**			
Impact of project:				
2.1.2 2. Project Team				
2.1.3	**2.1.3.1 Name**	**2.1.3.2 Department**	**2.1.3.3 Telephone**	**2.1.3.4 E-mail**
Project Manager:	Mustafa Güler	I.T.	05334647464	mustafa.guler@emu.edu.tr
Project Manager:	Mevlüt Elmas	C.I.T.E.	05424757699	mevlut.elmas@emu.edu.tr
System Manager:	Muhammet Nar	I.T.	05334567584	muhammet.nar@emu.edu.tr
Teams Manager	Muhammet Kaldırım	M.I.S	05484646430	muhammet.kaldırı@emu.edu.tr
Intertect Team:	Batuhan Çetin	Sub-Structure System	05334769400	batuhan.cetin@outlook.com
Anew Access Teams:	Mehmet Atamert	Camera Set up	05446788422	mehmet.atamert@gmail.com.uk
	Ayşe Fırat	Hosting	05335860048	ayse.firat@yahoo.com
	Kenry Harry	Website	05425696696	kenry.harry@yahoo.com.uk
2.1.4 3. Stakeholders ***(e.g., those with a significant interest in or who will be significantly affected by this project)***				
Eastern Mediterranean University				
Distance Education Instatiue				
The students of E.M.U.				
2.1.5 4. Project Scope Statement				
Project Purpose / Business Justification				
Students will be able to follow their lessons in any environment with internet.				
Objectives				
To improve the continuity of the course and bring it more efficient.				
Deliverables				
Mobile application Moodle Scheduling Agreements				
Scope				
This assignment will address students and teachers. Unregistered persons will not be able to log into the system.				

Project Milestones

The beginning date is 1st November 2018. The finale date is 31st December 2018. The length is for two months.

Major Known Risks (including significant Assumptions) *Identify obstacles that may cause the project to fail.*

Risk	Risk Rating (Hi, Med, Lo)
Internet problems	Hi
System accesbility	Med

Constraints

There is no restriction between the project managers, so there is no restriction, they have to do the work at the agreed time with the Gantt chart.

If the project is delayed, the timeline is extended for extra time.

External Dependencies

The teams will run at the same time and the team manager will be presented with the report every week. These reports were included in the contract. The whole project team has agreed to the contract.

2.1.6 5. Communication Strategy

Participants – project & teams manager → at the beginning and end of the project

Project managers to the participants → twine in one weeks

Project managers to the teams manager → twice a week

Completely records are sent weekly. More meetings will be held if necessary.

2.1.7 6. Sign-off			
2.1.8	**2.1.9 Name**	**2.1.10 Signature**	**2.1.11 Date (DD/MM/YYYY)**
2.1.12 Sponsors			
2.1.13			
2.1.14 Project Managers			
2.1.15			
2.1.16			
2.1.17 Teams Manager			
2.1.18 Intersect Representative			
2.1.19 A new Access Representative			
2.1.20 7. Notes			
Anyone complicated in the task should monitor the phases and requests, work professionally in a responsible way and perform their tasks and leap in when necessary.			

2.2 Communication

Communication will be held in three diverse conferences:

- project managers, team managers[at the beginning and end of the project]
- Project managers, team managers [twice a week]
- Project managers, stakeholders [twice a week]

3 Planning

3.1 Integration

WORK BREAKDOWN STRUCTURE

The products and the phases will depend on the WBS work styles and ways, especially because they will be run by companies. Corporations are qualified. They have previously underwrote to like projects. Consequently, project managers adopt that it will use the same method that adopts the project from earlier parallel developments.

3.2 Scope

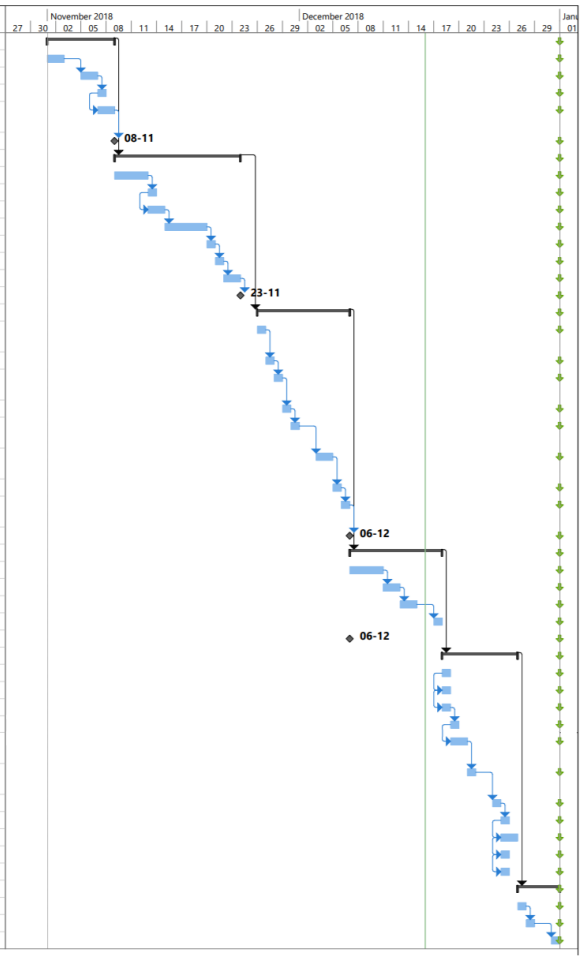
The Skype for Business program will be given to use for free from the university's environment. A presenter will be assigned to the system and this account will be given to the tutor and the other participants will be students. At the same time, the system will be integrated with Moodle students will be able to log in with the same account. There will be a legal agreement among the project directors and the school so that they will follow the Gantt chart. Reports and papers will be composed and filed at each conference.

3.3 Time

By way of a general project, it will take about two months to complete all from the application of the distance education system to the preparation of the necessary software and the creation of the infrastructure and software for telephones and desktops. The predictable period is more than the actual period required if any difficulties arise and the squads want additional time. If the project is finished previous than predictable, the submissions will be shown to the pupils and they will be requested to complete a survey for improved arrangements.

GANTT CHART (added as an appendix)

ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names
1		**Scope**	**6 days**	**01-11-18**	**08-11-18**		
2		Determine project scope	2 days	01-11-18	02-11-18		
3		Define resources	2 days	05-11-18	06-11-18	2	
4		Weekly report	1 day	07-11-18	07-11-18	3	
5		Sign the contract with the companies	2 days	07-11-18	08-11-18	4SS	
6		Scope complete	0 days	08-11-18	08-11-18	5	
7		**Analysis**	**11 days**	**09-11-18**	**23-11-18**	**1**	
8		Need analysis	2 days	09-11-18	12-11-18		
9		Weekly report	1 day	13-11-18	13-11-18	8	
10		Develop budget	2 days	13-11-18	14-11-18	9SS	
11		Draft Software specification	3 days	15-11-18	19-11-18	10	
12		Review budget	1 day	20-11-18	20-11-18	11	
13		Develop delivery timeline	1 day	21-11-18	21-11-18	12	
14		Obtain approvals to proceed	2 days	22-11-18	23-11-18	13	
15		Analysis complete	0 days	23-11-18	23-11-18	14	
16		**Design**	**9 days**	**26-11-18**	**06-12-18**	**7**	
17		Review Moodle website specifications	1 day	26-11-18	26-11-18		
18		Review Skype specifications	1 day	27-11-18	27-11-18	17	
19		Review Camera system specifications	1 day	28-11-18	28-11-18	18	
20		Weekly report	1 day	29-11-18	29-11-18	19	
21		Develop functional specifications	1 day	30-11-18	30-11-18	20	
22		Develop Skype meeting prototype	2 days	03-12-18	04-12-18	21	
23		Weekly report	1 day	05-12-18	05-12-18	22	
24		Review functional specifications	1 day	06-12-18	06-12-18	23	
25		Design complete	0 days	06-12-18	06-12-18	24	
26		**Development**	**7 days**	**06-12-18**	**17-12-18**	**16**	
27		Develop Moodle website	2 days	07-12-18	10-12-18		
28		Develop Camera set up	2 days	11-12-18	12-12-18	27	
29		Develop Skype meetings	2 days	13-12-18	14-12-18	28	
30		Weekly report	1 day	17-12-18	17-12-18	29	
31		Development complete	0 days	06-12-18	06-12-18		
32		**Testing**	**7 days**	**18-12-18**	**26-12-18**	**26**	
33		Test the Moodle	1 day	18-12-18	18-12-18		
34		Test the Camera	1 day	18-12-18	18-12-18	33SS	
35		Test the Skype	1 day	18-12-18	18-12-18	34SS	
36		Weekly report	1 day	19-12-18	19-12-18	35	
37		Create an experiment group among students	2 days	19-12-18	20-12-18	36SS	
38		Provide the demo to the students	1 day	21-12-18	21-12-18	37	
39		Get the results / feedback	1 day	24-12-18	24-12-18	38	
40		Weekly report	1 day	25-12-18	25-12-18	39	
41		Analyse the data	2 days	25-12-18	26-12-18	40SS	
42		Report the results	1 day	25-12-18	25-12-18	41SS	
43		Finalize the testing	1 day	25-12-18	25-12-18	42SS	
44		**Closing**	**3 days**	**27-12-18**	**31-12-18**	**32**	
45		Approval for the project	1 day	27-12-18	27-12-18		
46		Weekly report	1 day	28-12-18	28-12-18	45	
47		Sign off the documents	1 day	31-12-18	31-12-18	46	



3.4 Cost

Video recording cameras be priced at around 1000 TL - 9000 TL depending on the quality. "Logitech Brio" camera will do the job for this project. It costs 1.400TL. A laptop will be necessary. "Lenovo Ideapad 320" laptop will costs around 4000TL. Also wireless microphone devices cost around 70TL-200TL, 100TL microphone will do the job. Also good router will be needed for uninterrupted internet connection, "TP-LINK TL-ER6120" router costs 2000TL. Devices totally cost 7.500TL.

Besides devices, hosting service will be required as well. For Moodle, hosting system is necessary. Adequate hosting system will cost 45TL monthly. 45TL * 2 month=90TL.

Team manager will get 2.100 liras per month during the project. 2100TL * 2 month=4200TL

The aggregate cost will be 11.690 liras for the entire expectations.

3.5 Quality

The excellence of our project is considering the number of students who is going to use the Moodle and skype meetings. Also, if system is trustworthy and working fine. On this project, global reliable softwares (such as Skype and Moodle) will be used for creating a successful online environments (website and online conferences).

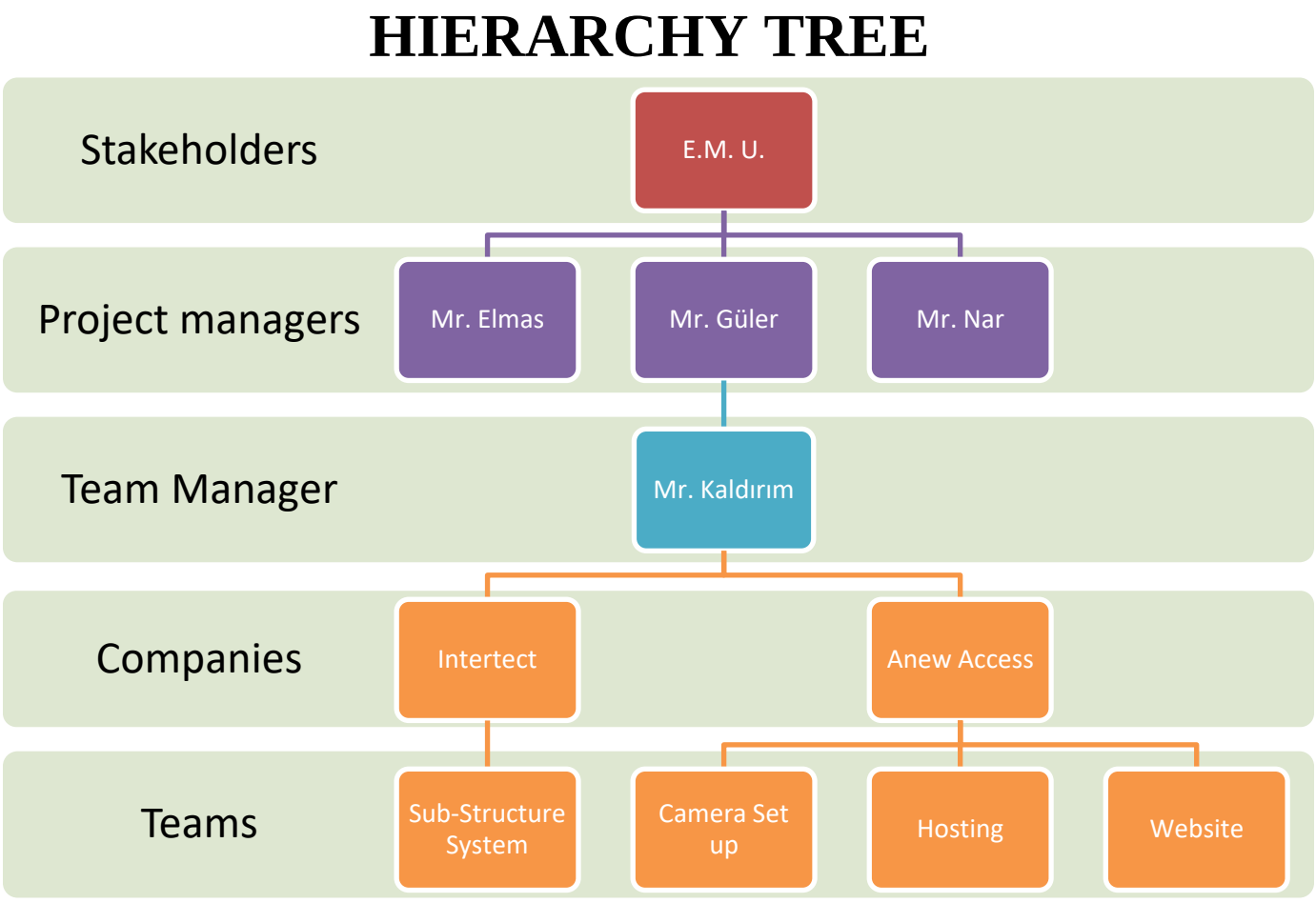
3.6 Human resources

What this project need is a team manager and four groups. The team manager is required to gather reports from the per team leader in every meeting and hand over them to the project manager while they are in meetings.

- The first group's duty is to organize and execute the infrastructure System (Long amount of period).
- The second team's duty is to Camera Set up (Little amount of period).
- The third team's duty is to purchase and set Hosting system (Medium amount of period).
- The last team's duty is to produce and plan the website interface for Moodle (medium amount of period).

Every team should have a crew head, which will maintain communication with the team manager. It will be signed within the acceptances to restrain the lateness and misinterpretations.

3.7 Communication



- Team managers, team leaders, project managers, and stakeholders [at the start and the finish]
- Team managers, project managers [per week]
- Project managers, stakeholders [one time in every 2 weeks]
- Team leaders and team managers [per week]

3.8 Risk

One of the biggest risks is internet fail risk, it can create some trouble, and also the Wi-Fi system in campus may won't work in inclement weather even though this risk is minor because university's Wi-Fi system is identified to operate in unexpected conditions. Also some possible risks while setting up the system software can cause problems (system fails, updates, force to stop, blue screen etc.). Problem with accessibility of the system is another risk, servers may not work accordingly. Since it is a rare problem, it's a medium risk.

3.9 Procurement

There is going to be legal acceptance and settlements among the project managers and the firms. They are going to be paid monthly. Then the others are going to be paid at purchasing goods.

4 Execution

4.1 Integration

Product development life cycle

They are going to operate with Iterative and Incremental model three different groups will handle all the procedures. (Camera set up, Hosting and Website) and meanwhile, which will allow them to trial the merchandise simpler, operate quicker, reduce the risk and steer clear of any feasible issues in advance.

Project management life cycle

The project managers of this one, splinted into stages to create better control and communication. When these stages are combined together well, you got the project life cycle.

4.2 Quality

The goods and the firms are eligible with worldwide certificate. Softwares are efficient and being used all around the world.

4.3 Communication

There will be group meetings and the reports, video conferences and directly communicating is going to be used in necessity except for the once in week meetings. Details to stakeholders is going to be given in the meetings and through emails if required.

4.4 Procurement

Supplier choice is done regarding to the profession and the quantity they ask. The most reasonable products are being found after making price comparison.

5 Controlling

5.1 Integration

The project managers make sure that the project job encounters the performance objectives of the project by checking on the team member with efficient contact and being part of all processes.

The time scheduled for the project are efficiently managed as the project managers meet with the team manager directly and also via video conferences to check how the job is going. Then

they meet with the project managers. In the end, report everything about the efficiency of the work to the stakeholders.

5.2 Cost

All payments will is going to be paid with a bank. There is going to be a legitimate documentation about paying. Money never will be paid cash. Also it will be recorded. There isn't going to be extra money to the total cost. The cost in the contract will stay.

5.3 Quality

The team leaders are going to check the current work quality, and the crews of the firms are required to send the product (project) in time completely. The firms have the principles and they are good in their area. Quality of the product is not going to be a problem. Nevertheless, the project managers is going to be able to retain follow up on the project by using the Gantt chart and reports that created every week. Team manager's duty is managing the teams and delivering reports. Team manager is required to send the detailed reports and let team know about probable lateness every week so that the crew can make arrangements in time to finish and send the project in the correct time.

6 Closing

6.1 Integration

In this section all the project activities will be finalized so project formally can be closed. After concluding the project activities, next step is to continue to close the project officially in order to go ahead with new future projects.

Close project

This is the project's life cycle's last step. Project is going to be ended and officially report the accomplishment of the work to the EMU (Eastern Mediterranean University). Then the next step is to give the job assign to them and then eliminate the supplier's agreement, and formally tell the stakeholders about the closing of the project.

Formal acceptance

The EMU is going to approve the project, analyze it and see if they are pleased with the job has been done, then they can accept it.

Lesson learned

From the start to the last phase of the project, project managers ensured that everything about this work, project were reported. After that, next step was to check whether project achieved the aims, checking if the client was pleased, in which part project was capable of meeting the time plan for this project, did the project finished with the required cost calculated for it, and did the results achieved with the criterions. And also did risk determine and how suitably did has been decreased it. As conclusion of this analysis, as a well manager, project was capable of meeting objectives given at the start of the project and our client was pleased with our job.

Project archive

As soon as the project is closed, it's been made sure that the project document is archived, therefore they were being put in the records.

6.2 Procurement

Closing procurement

Contract file

The project managers confirm that the conclusion and payment of contracts and resolution of the contracts are put in order. The project managers should keep all data related to how the contract was made and how the seller performed for future contract work with the seller.

Lesson learned

The project manager needs to know whether the right type of contract was used, how effective were risk reduced strategies. Did the buyer and seller assign the right human resources?

Sign off documents

Products are submitted to the university. The contact information is provided for any circumstances. All the documents are signed off. The documents are filed.

7 Summary

Distance education is a great opportunity for the people who has trouble with accessing education. This makes instruction better and efficient. This system gives learners chance to set their learning pace by themselves. Also this system gives students better conditions for learning. Beside those, these system may seem like they cost a lot, but if they are used efficiently, in most cases they decrease cost. The calculated time and the resources are flawless which is another good thing about this project.