

Reflecting on Instructional Designer Competencies

Documenting your level of competence in the Instructional Designer Standards

DIRECTIONS: Self-Assess your level of competence by marking whether you have developed: (1) informational knowledge [Info], (2) practice experience [Prac], (3) or full competency [Comp] for each of the Instructional Designer competencies and performance statements below. Provide a brief description of why you feel you are at this level and where you have developed this level of competences (e.g., specific course, work experience outside of IDD&E, etc). If you have no knowledge of the statement, then leave it blank for now. Be honest. It is very rare that any one person will be competent in ALL of these areas.

This document will eventually become part of your Master's Portfolio.

Competency / Performance Statement E=essential, A=Advanced, M=Managerial	Low Info 1	Med Prac 2	High Comp 3	Why this rating and where did you develop this level of competence?
PROFESSIONAL FOUNDATIONS				
1. Communicate effectively in visual, oral and written form. (E)		X		Much experience in this competency, practice daily in my current career, learning and practicing the ID perspective.
a) Write and edit messages that are clear, concise, and grammatically correct (E)		X		Completed BA and MA, Continuous practice with daily job and on current degree program.
b) Deliver presentations that effectively engage audiences and communicate clear messages (E)		X		Some experience with instructing, but not my full-time job description. Learned skills and techniques in IDE 552.
c) Use active listening skills (E)		X		Practice daily personally & professionally. Served in a leadership/management position for the last 18 yrs
d) Present written and oral messages that take into account the type of information being delivered and the diverse backgrounds, roles, and varied responsibilities of the audience (A)		X		Received training and education in this area, practice daily when communicating with coworkers, employees, and superiors. IDE 631 gave me an understanding and the importance of developing ID Competencies.
e) Facilitate meetings effectively (A)		X		Have much practice in career, practice 2-3 times a week. Facilitator on discussion board opportunities were presented in IDE 611.
f) Use effective collaboration and consensus-building skills (A)		X		Practice collaborating and negotiating with other members of the team in career. Had an opportunity to work projects in IDE 631, IDE 611, and in the past.
g) Use effective negotiation and conflict resolution skills (A)		X		In past positions, needed to negotiate effectively and practice conflict resolution skills as a manager/leader.
h) Use effective questioning techniques (A)		X		Knowledge on using questioning techniques to communicate effectively, learning and understanding the ID competencies have assisted in developing this skill, especially understanding the different areas and importance in the Analysis phase of ADDIE Model.
i) Solicit, accept, and provide constructive feedback (E)			X	18 years of experience in counseling/mentoring employees. IDE 631, IDE 621, IDE 611, and IDE 552 each provided opportunities to practice accepting and providing feedback on assignments and projects.
j) Disseminate status, summary, or action-oriented reports (A)			X	Experience with providing detailed reports/progress to leadership for 100 plus personnel. Managed administrative data as well. IDE 611 provided opportunities to practice and conduct reports.
2. Apply research and theory to the discipline of instructional design. (A)	X			Have some education, training or experience in the research and theories of instructional design.
a) Promote how instructional design research, theory, and practice literature may affect design practices in a given situation (A)	X			Gained knowledge and practice in IDE 621 and IDE 631. Currently lack additional practice and experience.
b) Explain key concepts and principles related to instructional design (E)		X		IDE 621 and IDE 631 gave me the knowledge to explain the key concepts and principles. Opportunity to practice the concepts and principles in IDE 611 and IDE 631 projects.
c) Apply results of instructional design research, theory, and practice (A)	X			Gained some practice and experience in group projects in IDE 611 and IDE 631.
d) Apply concepts, techniques, and theories of other	X			Gained some practice and experience in group projects in IDE 611 and IDE 631.

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disciplines to learning and performance improvement (A)			
e) Apply systems thinking to instructional design and performance improvement projects (E)	X		Gained some practice and experience in group projects in IDE 611 and IDE 631.

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PROFESSIONAL FOUNDATIONS (Continued)				
3. Update and improve knowledge, skills, and attitudes pertaining to the instructional design process and related fields. (E)		X		I do invest time in updating and improving my KSA daily, currently working on developing my knowledge in the instructional design field.
a) Participate in professional development activities (E)		X		Experience in making professional develop part of my daily profession.
b) Establish and maintain contacts with other professionals (E)		X		Experience in establishing professional contacts in my field and the importance of establishing these relationships, establishing personal and professional relationships with ID instructors and classmates.
c) Acquire and apply new technology skills in instructional design practice (E)		X		Have a lot of experience with technology as it is my primary expertise in the Army. IDE 552 and IDE 611 provide a foundation of the technology that is currently being used in the ID field.
d) Document and disseminate work as a foundation for future efforts, publications, or professional presentations (D)	X			No experience with documenting and disseminating ID work. Developed my portfolio that will be used to showcase my work throughout the program.
4. Apply data collection and analysis skills in instructional design projects. (A)	X			Overall, still need additional practice and experience to develop more in this competency.
a) Identify the data to be collected (A)		X		Understand the importance of collecting data to conduct an accurate analysis. IDE 631 provided me with several opportunities to practice the ADDIE model.
b) Use a variety of data collection tools and procedures (E)	X			IDE 631 and IDE 611 allowed me to practice with some tools available to collect data and the importance of using external sources.
c) Apply appropriate data collection methodologies to needs assessment and evaluation (A)		X		IDE 631 and IDE 611 projects allowed me to practice and experience the Analysis and Evaluation phases in the ADDIE model. Able to understand the importance and relevance of each phase in a project.
d) Use appropriate quantitative and/or qualitative analysis procedures in needs assessment and evaluation (A)	X			Little practice and experience in the use of quantitative and qualitative analysis procedures.
5. Identify and respond to ethical, legal, and political implications of design in the workplace. (E)		X		Although, I do not have much experience in the ID field, I do have a lot of experience in following the rules, regulations, following organizational policies, and complying with organizational and professional codes of ethics.
a) Identify ethical, legal, and political dimensions of instructional design practice and instructional products (A)		X		Although, I do not have much practice or experience in the ID field, I do have knowledge of the importance of ethical, legal, and political dimensions.
b) Plan for and respond to ethical, legal, and political consequences of design decisions (A)		X		IDE 631 and 611 provided a small amount of practice and experience in the implementation phase of the ADDIE model. Developing a contingency plan.
c) Recognize and respect the intellectual property rights of others (E)		X		Experience with understanding the laws of copying and using other individuals work. Know how to properly cite other work. IDE 552 provided additional guidance and a foundation on this topic.
d) Adhere to regulatory guidelines and organizational policies (E)			X	Required to follow regulatory guidelines and organizational policies in my field. Expert in following the rules and regulations of any field.
e) Comply with organizational and professional codes of ethics (E)			X	Required and able to follow organizational and professional codes of ethics. Do not challenge the organizational and professional codes of ethics.

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PLANNING AND ANALYSIS				
6. Conduct a needs assessment in order to recommend appropriate design solutions and strategies (A)		X		IDE 631 provided instructions on ADDIE model. Practice and experience with group projects in IDE 631 and 611. Experience with conducting analysis in career.
a) Identify varying perceptions of need among stakeholders and the implications of those perceptions (A)		X		IDE 631 provided instructions, assignments, and activities for the Analysis phase of the ADDIE model. IDE 621 provided instructions on the effects of perception (Reciprocal Causation).
b) Describe the nature of a learning or performance problem (E)		X		IDE 631 and IDE 611 group and individual projects provided the opportunity to experience and practice describing and communicating the performance problem. (Project Reports).
c) Determine the root causes of identified discrepancies (A)		X		Experience in using models to determine root cause of problems. IDE 631 provided instructions, assignments, and activities in utilizing the ADDIE model.
d) Synthesize findings to identify and recommend potential instructional and non-instructional solutions (A)		X		IDE 631/611 provided instructions, assignments, and activities in identifying the need of instruction. IDE 621 provided the different instructional strategies to prescribe instructions. IDE 552/611 provided instructions on technology available for instruction.
e) Estimate costs and benefits of possible solutions (A)	X			IDE 631/611 provided opportunities in group projects to practice. Have some experience in cost and benefits estimates in career.
f) Prepare and disseminate a needs assessment report (A)		X		IDE 631/611 provide group work that allowed to practice developing reports and communicating the report that included a needs assessment.
7. Identify and describe target population and environmental characteristics. (E)		X		Much experience with knowing and understanding the environment and the audience in career. IDE 631/611/552 provided opportunities to experience and practice.
a) Determine characteristics of the target population that may impact the design and delivery of instruction (E)		X		Experience understanding the targeted population, the material or strategy may change due to the audience. IDE 621 provided instructional strategies to assist with developing instructions for specific groups. Practiced in IDE 631/611 group projects.
b) Determine characteristics of the physical, social, political, and cultural environment that may influence learning, attitudes, and performance (A)		X		Experience in being placed in different environments and demographics, able to adapt and understand the importance of surroundings and characteristics of others. IDE 621 provided instructions and examples on the effects of the environment on learning.
c) Identify the infrastructure that is available to support the design and delivery of instruction (A)		X		Experience with researching and knowing the resources that are available for a specific projects or instructions. Building relationships with key stakeholders is critical in this competency.
d) Determine the extent to which organizational mission, philosophy, and values may impact the design and delivery of instruction (A)		X		Career experience with developing and communicating organizational mission, values and philosophy and how it impacts the environment and audience. Budget and environment play a critical role in the delivery of instructions.
e) Analyze, evaluate, and use learner profile data and environmental characteristics to design instruction (E)	X			Experience with observing and evaluating others and the environment. IDE 631 provided instructions and activities on determining a baseline on designing instructions.
8. Select and use analysis techniques for determining instructional content. (E)		X		Overall, I consider myself to have experience in this are due to my career. The IDD&E program will improve these essential skills needed to get the information that is needed.
a) Identify the scope of required content in accordance	X			Had a glimpse in IDE 631/611 group project. Require additional practice to become proficient in

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with needs assessment findings (E)				this area.
b) Elicit, synthesize, and validate content from subject matter experts (E)		X		Very proficient in using the talents of others to accomplish the required task or objectives. Had practice in this area in career and in IDE 631/611.
c) Analyze existing instructional products to determine adequacy or inadequacy of content, instruction, and learning (E)		X		Experience with analyzing if current instructional products are meeting the organizational goal. Practice in career and in IDE 631/611 in establishing evaluations to validate/improve products.
d) Determine the breadth and depth of intended content coverage given instructional constraints (E)	X			Had a glimpse in IDE 631/611 group project. Require additional practice to become proficient in this area.
e) Determine subordinate and prerequisite skills and knowledge (E)		X		Experience with determining the current level of knowledge and skills of personnel and identifying the gap to achieve the desired outcome.
f) Use appropriate techniques to analyze various types and sources of content (E)		X		Very proficient in communicating with the SME within a specific field. Requirement as a leader in the military. A lot of practice with questioning and extracting the content needed to make a decision. Some practice and experience with IDE 631 and IDE 611 activities and projects.
9. Analyze the characteristics of existing and emerging technologies and their potential use. (E)		X		Have experience with existing and emerging technologies in current career. IDE 552 and IDE 611 introduced several tools and resources to assist.
a) Describe the capabilities of existing and emerging technologies required to enhance the impact of instruction (E)		X		IDE 552 and IDE 611 provided several ideas, techniques and tools available to enhance instruction and gain the attention of the audience.
b) Evaluate the capacity of given instructional and learning environments to support selected technologies (A)		X		With the knowledge received from IDE 611 and IDE 552 will be able to use the technology that is available and best for the targeted audience. Some practice in developing technology artifacts in IDE 611.
c) Assess the benefits and limitations of existing and emerging technologies (A)		X		With current experience in my current career and the knowledge I received from IDE 552 and IDE 611, I am confident I will be able to assess the benefits and limitations of the technology available.

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DESIGN AND DEVELOPMENT				
10. Use an instructional design and development process appropriate for a given project. (E)		X		Have experience in managing projects and serving as the project manager. IDE 631 introduce the ADDIE model. Gained practice and experience in IDE 631/611 activities and projects.
a) Select or create an instructional design process based the nature of the project (E)	X			Gained practice and experience in IDE 631/611 activities and projects. Require additional practice and experience to become proficient.
b) Modify the instructional design process as project parameters change (A)		X		Experience in career with adapting to change and redirecting teams to focus on the change or direction of the project. Some practice in IDE 631/611 projects.
c) Describe a rationale for the selected, created or modified instructional design process (A)		X		Experience with communicating the intent and goal of projects in current career. Gained practice and experience in developing project reports in IDE 631 and IDE 611.
11. Organize instructional programs and/or products to be designed, developed, and evaluated. (E)		X		Completed the Army's Facilitator and Developer Course which gave me some experience. IDE 631 and IDE 611 activities and projects provided additional practice and experiences.
a) Determine the overall scope of instructional programs and/or products (A)		X		Gained knowledge and experience from IDE 631. Comes from the analysis phase of the ADDIE model (needs assessment). Focusing on the performance gap that is due to a lack of KSAs.
b) Identify and sequence instructional goals (E)		X		Gained knowledge and experience from IDE 631. Additional practice in activities and projects in IDE 631 and IDE 611.
c) Specify and sequence the anticipated learning and performance outcomes (E)		X		Gained knowledge and experience from IDE 631. Additional practice in activities and projects in IDE 631 and IDE 611.
12. Design instructional interventions. (E)		X		Completed the Army's Facilitator and Developer Course which gave me some experience. IDE 631 and IDE 611 activities and projects provided additional practice and experiences.
a) Identify instructional strategies that align with instructional goals and anticipated learning outcomes (E)		X		Gained knowledge and experience from IDE 631. Additional practice in activities and projects in IDE 631 and IDE 611.
b) Apply appropriate interaction design and interactive learning principles (E)		X		Gained knowledge and experience from IDE 631. Additional practice in activities and projects in IDE 631 and IDE 611.
c) Use appropriate message and visual design principles (E)		X		Gained knowledge and experience from IDE 631. Additional practice in activities and projects in IDE 631, IDE 611 and IDE 552.
d) Apply appropriate motivational design principles (E)		X		Gained knowledge and experience from IDE 631. Additional practice in activities and projects in IDE 631, IDE 611 and IDE 552.
e) Accommodate social, cultural, political, and other individual factors that may influence learning (E)		X		Experience with accommodating individuals to improve or influence learning in different types of environments. Gained knowledge from IDE 631 and IDE 621.
f) Select appropriate technology and media to enhance instructional interventions, taking into account theory, research, and practical factors (E)		X		Gained knowledge and experience from IDE 621, IDE 631, IDE 611 and IDE 552. Additional practice in activities and projects in IDE 631 and IDE 611.
13. Plan non-instructional interventions. (A)		X		Much experience in identifying noninstructional interventions, 18 years of experience managing and identifying problems to improve performance.
a) Identify which, if any, non-instructional interventions are appropriate (e.g., performance support, knowledge management, personnel selection, job redesign, incentive systems) (A)		X		Much experience in identifying noninstructional interventions, 18 years of experience managing and identifying problems to improve performance.

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b) Justify why non-instructional interventions are appropriate (A)		X	Much experience in identifying noninstructional interventions, 18 years of experience managing and identifying problems to improve performance.
c) Create design specifications for non-instructional interventions (A)		X	Much experience in identifying noninstructional interventions, 18 years of experience managing and identifying problems to improve performance.
14. Select or modify existing instructional materials. (E)		X	Completed the Army's Facilitator and Developer Course which gave me some experience. IDE 621, IDE 631, IDE 611, and IDE 552 all provided a foundation to identify and select the best materials, technology and strategies for designing and developing instructions.
a) Identify and select materials that support the content analyses, proposed technologies, delivery methods, and instructional strategies (E)		X	IDE 621, IDE 631, IDE 611, and IDE 552 all provided a foundation to identify and select the best materials, technology and strategies for designing and developing instructions.
b) Conduct cost-benefit analyses to decide whether to use or modify existing materials (A)	X		Gained some knowledge and experience from IDE 631 but need additional practice and experience to be proficient in this area.
c) Validate selection or modification of existing instruction (A)		X	Gained knowledge and experience from IDE 631. Additional practice in activities and projects in IDE 631, IDE 611 and IDE 552.
d) Integrate existing instructional materials into the design (E)		X	Gained knowledge and experience from IDE 631. Additional practice in activities and projects in IDE 631, IDE 611 and IDE 552.

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DESIGN AND DEVELOPMENT (Continued)				
15. Develop instructional materials. (E)		X		Completed the Army's Developer Course, IDE 631 and IDE 611 activities and projects provided additional practice and experiences.
a) Develop specifications that serve as the basis for media production (E)		X		Opportunity to practice these skills in developing tutorials, digital workbooks, and online assessments in IDE 611 and IDE 552.
b) Produce instructional materials in a variety of delivery formats (E)		X		Opportunity to practice these skills in developing tutorials, digital workbooks, and online assessments in IDE 611 and IDE 552.
c) Develop materials that align with the content analyses, proposed technologies, delivery methods, and instructional strategies (E)		X		Opportunity to practice these skills in developing tutorials, digital workbooks, and online assessments in IDE 611 and IDE 552 from the design report from IDE 631.
d) Collaborate with production specialists (E)		X		Some experience working with SMEs in current career. Practice skills in IDE 631 and IDE 611 projects.
16. Design learning assessment (A).		X		Completed the Army's Developer Course, IDE 631 and IDE 611 activities and projects provided additional practice and experiences.
a) Identify the learning processes and outcomes to be measured (E)		X		Opportunity to practice and experience this area in IDE 631 by deep diving in the ADDIE model on several case studies. Had additional practice in projects for IDE 631 and IDE 611.
b) Construct reliable and valid methods of assessing learning and performance (A)		X		Experience with providing techniques and ways to assess the learning outcome of employees. Gained additional knowledge from IDE 631 and practice in projects from IDE 631 and IDE 611.
c) Ensure that assessment is aligned with instructional goals, anticipated learning outcomes, and instructional strategies (E)		X		Gained knowledge and experience from IDE 631. Additional practice in activities and projects in IDE 631 and IDE 611.
EVALUATION AND IMPLEMENTATION				
17. Evaluate instructional and non-instructional interventions. (A)		X		Much experience with conducting evaluation reports on employee's performance, from both the instructional and non-instructional interventions. Received additional practice and experience in IDE 631 projects.
a) Design evaluation plans (A)	X			Gained little practice and experience in IDE 631 and IDE 611 projects. Require additional practice and experiences to become proficient in this area.
b) Implement formative evaluation plans (E)		X		Experience with conducting rehearsals and pilot programs to test the plan before implementing. Gained additional practice and experience in IDE 631 and 611 projects.
c) Implement summative evaluation plans (E)		X		Experience with conducting evaluation at the end of the plan to ensure it satisfied the requirement. Gained additional practice and experience in IDE 631 and 611 projects.
d) Prepare and disseminate evaluation report (A)		X		Experience with preparing and sharing the results of an evaluation with all stakeholders. Gained additional practice and experience in IDE 631 project.
18. Revise instructional and non-instructional solutions based on data. (E)	X			Gained some practice and experience in IDE 631 activities and project. Require additional practice and experiences to become proficient in this area.
a) Identify product and program revisions based on review of evaluation data (A)	X			Gained some practice and experience in IDE 631 activities and project. Require additional practice and experiences to become proficient in this area.
b) Revise the delivery process based on evaluation data (E)	X			Gained some practice and experience in IDE 631 activities and project. Require additional practice and

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			experiences to become proficient in this area.
c) Revise products and programs based on evaluation data (E)		X	Experience with implanting changes and revising products. Require additional practice and experiences to become proficient in this area.
19. Implement, disseminate, and diffuse instructional and non-instructional interventions. (A)	X		Gained some practice and experience in IDE 631 and IDE 611 activities and projects. Require additional practice and experiences to become proficient in this area.
a) Create a vision of change that aligns learning and performance goals with organizational goals (M)		X	Experience with creating vision and aligning with the organization. Completed several leadership courses in this topic. Gained experience and practice in IDE 631 and IDE 611 projects.
b) Plan for the implementation of the interventions (A)	X		Gained some practice and experience in IDE 631 and IDE 611 activities and projects. Require additional practice and experiences to become proficient in this area.
c) Plan for the dissemination of the interventions (M)	X		Gained some practice and experience in IDE 631 and IDE 611 activities and projects. Require additional practice and experiences to become proficient in this area.
d) Plan for the diffusion of the interventions (M)	X		Gained some practice and experience in IDE 631 and IDE 611 activities and projects. Require additional practice and experiences to become proficient in this area.
e) Disseminate the interventions (A)	X		Gained some practice and experience in IDE 631 and IDE 611 activities and projects. Require additional practice and experiences to become proficient in this area.
f) Monitor implementation, dissemination, and diffusion progress (M)	X		Gained some practice and experience in IDE 631 and IDE 611 activities and projects. Require additional practice and experiences to become proficient in this area.
g) Identify required modifications to implementation, dissemination, and diffusion processes (A)	X		Gained some practice and experience in IDE 631 and IDE 611 activities and projects. Require additional practice and experiences to become proficient in this area.

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MANAGEMENT				
20. Apply business skills to managing the instructional design function. (M)		X		Completed MA degree in General Management, 18 years of management/leadership experience. Gained additional practice and experience in IDE 631 and IDE 611 collaboration projects.
a) Align instructional design efforts with organization's strategic plans and tactics (M)	X			Some experience with aligning higher organizational mission and goals with current plans and projects. Did not practice this with group projects.
b) Establish standards of excellence for the instructional design function (M)	X			IDE 631 provided the knowledge and IDE 611 and IDE 552 introduce technology that can assist with designing and developing instruction. Require additional practice and experiences to become proficient in this area.
c) Develop a business case to promote the critical role of the instructional design function (M)	X			Gained knowledge from IDE 631, IDE 611, IDE 552, and IDE 621, but still require additional experience and practice to become proficient in this area.
d) Recruit, retain, and develop instructional design personnel (M)		X		Experience with managing talent and personnel, using personnel for their craft and where they fit best. Gained additional practice and experience in IDE 631 and IDE 611 collaboration projects.
e) Develop financial plans and controls for the instructional design function (M)	X			Very little experience in this area, did not have an opportunity to practice in past projects. Require additional practice and experiences to become proficient in this area.
f) Obtain and maintain management and stakeholder support for the design function (f)		X		18 years of management experience and MA in management. Gained additional practice and experience in IDE 631 and IDE 611 collaboration projects.
g) Market instructional design services and manage customer relations (M)		X		18 years of management experience and MA in management. Gained additional practice and experience in IDE 631 and IDE 611 collaboration projects.
21. Manage partnerships and collaborative relationships. (M)		X		Completed MA degree in General Management, 18 years of management/leadership experience. Gained additional practice and experience in IDE 631 and IDE 611 collaboration projects.
a) Identify stakeholders and the nature of their involvement (A)		X		Experience with understanding the dynamics of a team and the role each member serves along with outside sources. Gained additional practice and experience in IDE 631 and IDE 611 projects as we communicated with key stakeholders.
b) Build and promote effective relationships between the design team and stakeholders (M)		X		Experience with building and maintaining effective working teams and using outside resources to meet the required objectives. Gained additional practice and experience in IDE 631 and IDE 611 collaboration projects.
c) Manage cross functional teams (M)		X		Experience with managing different type of teams and consolidating data to complete the overall objective.
d) Conduct project reviews with design team members and stakeholders (M)		X		Experience with conduct continuous and ongoing in progress reviews about projects with all critical members of the team. Gained additional practice and experience in IDE 631 and IDE 611 collaboration projects.
22. Plan and manage instructional design projects. (A)		X		Completed MA degree in General Management, 18 years of management/leadership experience. Gained additional practice and experience in IDE 631 and IDE 611 collaboration projects.
a) Establish project scope and goals (A)		X		Experience with developing, understanding and

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			communicating project goals and scope. Gained additional practice and experience in IDE 631 and IDE 611 collaboration projects.
b) Write proposals for instructional design projects (A)		X	Opportunity to practice writing proposals for instructional design in two projects (IDE 631 and IDE 611). Also, reviewed several others and provided feedback.
c) Use a variety of planning and management tools for instructional design projects (A)		X	Have experience of using techniques and tools in planning and managing teams. Had additional practice in IDE 631 and IDE 611 projects. Gained tools and resources in IDE 611 and in class discussions.
d) Allocate resources to support the project plan (M)	X		Gained some practice and experience in IDE 631 and IDE 611 activities and projects. Require additional practice and experiences to become proficient in this area.
e) Manage multiple priorities to maintain project time line (M)		X	Experience with working on multiple task/projects and creating timelines/tracking systems to meet the overall goal/objective. Gained additional practice and experience in IDE 631 and IDE 611 collaboration projects.
f) Identify and resolve project issues (M)		X	Experience with conducting analysis to identify and resolve project issues with both personnel and resources. Gained additional practice and experience in IDE 631 and IDE 611 collaboration projects.