

1 of 1

C:M Lead ID

| Item | Sub-Item | Checklist |
|---|--|--|
| Design I (2 weeks) | | |
| Assemble Project Team | | |
| Conduct Program Needs Assessment | | |
| Create Program Design document for faculty and project team | | |
| Hold strategy meeting | | |
| | Create Monday.com boards & set up for sprints | |
| Dean & FL approve Design Document | | |
| | Create Style Guide | |
| | Create Module Design document for faculty members | |
| Schedule & hold a Meeting with Project Team | | Go over design document, style guide, module design document, Zoom guide, Zoom background. Determine our video strategy. FL approve Style Guide, Zoom guide, & Module Design Guide |
| Schedule and Hold Kick-off meeting (faculty, project team, FL) - 2 weeks from now (see kick-off deck; Google drive) | | |
| | Provide development Templates to Faculty, backgrounds, etc. | |
| Update Design document based on Meeting | | |
| | Assigned ID: Schedule Second Curriculum Meeting with assigned Faculty member | |
| Lead ID, FL, CRD: Determine Evaluation questions for each course and the Program (maybe have a section on meeting LOs for each course)? | | |
| FL review and approve evaluation questions | | |
| Provide Copy to Marketing Department for Brochure and Landing Page (gather information from Design document) | | |

Design 2, Phase 1 (4 weeks)

C1:M1

Initial Curriculum Meeting with individual Faculty
(invite DSH & GW) - go over module in design
document
Collaborate with Faculty to complete a module design
document

Overview text, scripts, hook, questions, etc.

Design Practice exercise/activity using ChatGPT - draft
details to share with faculty

Self-reflection questions/project - add questions to
learning journal

Module Wrap-Up

Collaborate with Faculty to complete a Lesson
Storyboard (including video scripts) for each lesson (x3-
6)

Design Knowledge Check and Final Exam questions
using ChatGPT - draft feedback for each question
Collaborate with Faculty on fleshing out graded
questions and scenarios

Practice Activity/Exercise

Flesh out practice exercise/activity with faculty
Enter it into a storyboard or other means of layout

Align Learning Outcomes, Content, and Assessments

C1:M1-M3

Schedule and Hold Curriculum Review Meeting with
Project Team

FL & faculty review M1-M3 design documents &
lesson storyboards

Design 2, Phase 2 + Development I, Phase 1 (4 weeks)

Schedule Faculty Studio Time or settings timeline for Zoom recordings (C1:M1-5)

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| C1:M1 | Fix errors and incorporate changes noted by FL & Faculty during review of module design document and lesson storyboards | |
| C1:M4 | Initial Curriculum Meeting with individual Faculty (invite DSH & GW) - go over module in design document Collaborate with Faculty to complete a module design document | |
| | Overview text, scripts, hook, questions, etc. | |
| | Design Practice exercise/activity using ChatGPT - draft details to share with faculty | |
| | Self-reflection questions/project - add questions to learning journal | |
| | Module Wrap-Up | |
| | Collaborate with Faculty to complete a Lesson Storyboard (including video scripts) for each lesson (x3-6) | Design Knowledge Check and Final Exam questions using ChatGPT - draft feedback for each question Collaborate with Faculty on fleshing out graded questions and scenarios |
| | Practice Activity/Exercise | Flesh out practice exercise/activity with faculty Enter it into a storyboard or other means of layout |
| C1:M4-5; C2:M1 C1 | Align Learning Outcomes, Content, and Assessments Schedule and Hold Curriculum Review Meeting with Project Team Update Design document Have FL approve changes to Design document | FL & faculty review module design documents & lesson storyboards |

Development I, Phase 2 + Development II, Phase 1 (4 weeks)

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| C1:M4 | Fix errors and incorporate changes noted by FL & Faculty during review of module design document and lesson storyboards |
| C1:M1 | Build Lessons in Rise using storyboards |
| | Build Practice session in Storyline |
| C1:M3 | Review lessons & practice session using QA form |
| C1:M1 | Fix errors in lessons |
| | Fix errors in practice session |
| | Faculty review & approve lessons & practice session |
| C1:M4 | Support faculty during any studio recording |
| | Create Digital Badge and write description & criteria |
| C1:M1 | Fix errors in lessons & Publish |
| | Fix errors in practice session & Publish |
| | Add lessons & practice session to the LMS |
| | Add Module Overview to the LMS |
| | Add Module Wrap-Up to the LMS |
| C1 | FL & Faculty review course learning journal (looking at material selection, flow, question flow in learning journal) |

Development II, Phase 2 (4 weeks)

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| C1 | FL approval of course evaluation, learning journal, & badges |
| C1:M4 | Build Lessons in Rise using storyboards Build Practice session in Storyline |
| C1:M5 | Review lessons & practice session using QA form |
| C1:M4 | Fix errors in lessons Fix errors in practice session |
| | Faculty review & approve lessons & practice session |
| C1:M4 | Fix errors in lessons & Publish Fix errors in practice session & Publish Add lessons & practice session to the LMS Add Module Overview to the LMS Add Module Wrap-Up to the LMS |
| C1 | Add Learning Journal prompts to the LMS Review syllabus created by student worker and make corrections Build final exam in LMS Set up grading, assignment weights, & module requirements Make corrections to final exam |
| C2:M2 | Assigned ID: Schedule Curriculum Meeting with assigned Faculty member |

QA Course 1 + Design 2, Phase 3 (4 weeks)

C1 FL & faculty & user group review of Course 1 in a pilot - testing user experience & content flow (3 weeks)

C2 Schedule Faculty Studio Time or settings timeline for Zoom recordings (C2:M1-5)

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| C2:M2 | <p>Initial Curriculum Meeting with individual Faculty (invite DSH & GW) - go over module in design document</p> <p>Collaborate with Faculty to complete a module design document</p> | <p>Overview text, scripts, hook, questions, etc.</p> <p>Design Practice exercise/activity using ChatGPT - draft details to share with faculty</p> <p>Self-reflection questions/project - add questions to learning journal</p> <p>Module Wrap-Up</p> | |
| | | <p>Collaborate with Faculty to complete a Lesson Storyboard (including video scripts) for each lesson (x3-6)</p> <p>Practice Activity/Exercise</p> | <p>Design Knowledge Check and Final Exam questions using ChatGPT - draft feedback for each question</p> <p>Collaborate with Faculty on fleshing out graded questions and scenarios</p> <p>Flesh out practice exercise/activity with faculty</p> <p>Enter it into a storyboard or other means of layout</p> |
| C2:M2-4 | Align Learning Outcomes, Content, and Assessments | | |
| | Schedule and Hold Curriculum Review Meeting with Project Team | | |
| C2:M5 | Schedule Curriculum Meeting with assigned Faculty member | | FL & faculty review module design documents & lesson storyboards |

C:M ID1

| | Item | Sub-item |
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| | Schedule another strategy meeting Create Monday.com boards & set up for sprints Update the Zoom guidelines. | |
| | Assigned ID: Schedule Second Curriculum Meeting with assigned Faculty member | |
| C1 | Create Digital Badge and write description & criteria | |
| C2 | Create Digital Badge and write description & criteria | |
| C3 | Create Digital Badge and write description & criteria | |

| C1:M2 | Initial Curriculum Meeting with individual Faculty (invite DSH & GW) - go over module in design document | | |
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| | Collaborate with Faculty to complete a module design document | | |
| | | Overview text, scripts, hook, questions, etc. | |
| | | Design Practice exercise/activity using ChatGPT - draft details to share with faculty | |
| | | Self-reflection questions/project - add questions to learning journal | |
| | | Module Wrap-Up | |
| | | Collaborate with Faculty to complete a Lesson Storyboard (including video scripts) for each lesson (x3-6) | Design Knowledge Check and Final Exam questions using ChatGPT - draft feedback for each question Collaborate with Faculty on fleshing out graded questions and scenarios |
| | | Practice Activity/Exercise | Flesh out practice exercise/activity with faculty Enter it into a storyboard or other means of layout |
| | Align Learning Outcomes, Content, and Assessments | | |

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| C1:M2 | Fix errors and incorporate changes noted by FL & Faculty during review of module design document and lesson storyboards | | |
| C1:M5 | Initial Curriculum Meeting with individual Faculty (invite DSH & GW) - go over module in design document | | |
| | Collaborate with Faculty to complete a module design document | | |
| | | Overview text, scripts, hook, questions, etc. | |
| | | Design Practice exercise/activity using ChatGPT - draft details to share with faculty | |
| | | Self-reflection questions/project - add questions to learning journal | |
| | | Module Wrap-Up | |
| | | Collaborate with Faculty to complete a Lesson Storyboard (including video scripts) for each lesson (x3-6) | Design Knowledge Check and Final Exam questions using ChatGPT - draft feedback for each question Collaborate with Faculty on fleshing out graded questions and scenarios |
| | | Practice Activity/Exercise | Flesh out practice exercise/activity with faculty Enter it into a storyboard or other means of layout |
| | Align Learning Outcomes, Content, and Assessments | | |
| C1:M2 | Support faculty during any studio recording | | |
| | Create Digital Badge and write description & criteria | | |

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| C1:M5 | Fix errors and incorporate changes noted by FL & Faculty during review of module design document and lesson storyboards |
| C1:M2 | Build Lessons in Rise using storyboards |
| | Build Practice session in Storyline |
| C1:M1 | Review lessons & practice session using QA form |
| C1:M2 | Fix errors in lessons |
| | Fix errors in practice session |
| | Faculty review & approve lessons & practice session |
| C1:M5 | Support faculty during any studio recording |
| | Create Digital Badge and write description & criteria |
| C1:M2 | Fix errors in lessons & Publish |
| | Fix errors in practice session & Publish |
| | Add lessons & practice session to the LMS |
| | Add Module Overview to the LMS |
| | Add Module Wrap-Up to the LMS |

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| C1:M5 | Build Lessons in Rise using storyboards Build Practice session in Storyline | |
| C2:M1 | Review lessons & practice session using QA form Fix errors in lessons Fix errors in practice session | |
| | Faculty review & approve lessons & practice session | |
| C1:M5 | Fix errors in lessons & Publish Fix errors in practice session & Publish Add lessons & practice session to the LMS Add Module Overview to the LMS Add Module Wrap-Up to the LMS Add Course Overview to the LMS | |
| C1 | Add Course Introduction to the LMS Review syllabus & add to LMS Set up course Navigation Menu & Canvas settings Set up course badges | |
| C2:M3 | Assigned ID: Schedule Curriculum Meeting with assigned Faculty member | |

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| C1 | Review course map | | |
| C2:M3 | Initial Curriculum Meeting with individual Faculty (invite DSH & GW) - go over module in design document Collaborate with Faculty to complete a module design document | Overview text, scripts, hook, questions, etc. Design Practice exercise/activity using ChatGPT - draft details to share with faculty Self-reflection questions/project - add questions to learning journal Module Wrap-Up | |
| | | Collaborate with Faculty to complete a Lesson Storyboard (including video scripts) for each lesson (x3-6) | Design Knowledge Check and Final Exam questions using ChatGPT - draft feedback for each question Collaborate with Faculty on fleshing out graded questions and scenarios |
| | | Practice Activity/Exercise | Flesh out practice exercise/activity with faculty Enter it into a storyboard or other means of layout |
| | Align Learning Outcomes, Content, and Assessments | | |
| C3:M1 | Schedule Curriculum Meeting with assigned Faculty member | | |

C:M ID2

| Item | Sub-Item | Checklist |
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| Assigned ID: Schedule Second Curriculum Meeting with assigned Faculty member | | |

C1:M3

Initial Curriculum Meeting with individual Faculty
(invite DSH & GW) - go over module in design
document
Collaborate with Faculty to complete a module design
document

Overview text, scripts, hook, questions, etc.

Design Practice exercise/activity using ChatGPT - draft
details to share with faculty

Self-reflection questions/project - add questions to
learning journal

Module Wrap-Up

Collaborate with Faculty to complete a Lesson
Storyboard (including video scripts) for each lesson (x3-
6)

Design Knowledge Check and Final Exam questions
using ChatGPT - draft feedback for each question
Collaborate with Faculty on fleshing out graded
questions and scenarios

Practice Activity/Exercise

Flesh out practice exercise/activity with faculty
Enter it into a storyboard or other means of layout

Align Learning Outcomes, Content, and Assessments

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| C1:M3 | Fix errors and incorporate changes noted by FL & Faculty during review of module design document and lesson storyboards | | |
| C2:M1 | Initial Curriculum Meeting with individual Faculty (invite DSH & GW) - go over module in design document | | |
| | Collaborate with Faculty to complete a module design document | | |
| | | Overview text, scripts, hook, questions, etc. | |
| | | Design Practice exercise/activity using ChatGPT - draft details to share with faculty | |
| | | Self-reflection questions/project - add questions to learning journal | |
| | | Module Wrap-Up | |
| | | Collaborate with Faculty to complete a Lesson Storyboard (including video scripts) for each lesson (x3-6) | Design Knowledge Check and Final Exam questions using ChatGPT - draft feedback for each question Collaborate with Faculty on fleshing out graded questions and scenarios |
| | | Practice Activity/Exercise | Flesh out practice exercise/activity with faculty Enter it into a storyboard or other means of layout |
| | Align Learning Outcomes, Content, and Assessments | | |
| C1:M3 | Support faculty during any studio recording | | |
| | Create Digital Badge and write description & criteria | | |
| C1:M1 | Support faculty during any studio recording | | |
| | Create Digital Badge and write description & criteria | | |

| C2:M1 | Fix errors and incorporate changes noted by FL & Faculty during review of module design document and lesson storyboards | |
|-------|---|--|
| C1:M3 | Build Lessons in Rise using storyboards | |
| | Build Practice session in Storyline | |
| C1:M2 | Review lessons & practice session using QA form | |
| C1:M3 | Fix errors in lessons | |
| | Fix errors in practice session | |
| | Faculty review & approve lessons & practice session | |
| C2:M1 | Support faculty during any studio recording | |
| | Create Digital Badge and write description & criteria | |
| C1:M3 | Fix errors in lessons & Publish | |
| | Fix errors in practice session & Publish | |
| | Add lessons & practice session to the LMS | |
| | Add Module Overview to the LMS | |
| | Add Module Wrap-Up to the LMS | |

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| C2:M1 | Build Lessons in Rise using storyboards Build Practice session in Storyline | |
| C1:M4 | Review lessons & practice session using QA form Fix errors in lessons Fix errors in practice session | |
| | Faculty review & approve lessons & practice session | |
| C2:M1 | Fix errors in lessons & Publish Fix errors in practice session & Publish Add lessons & practice session to the LMS Add Module Overview to the LMS Add Module Wrap-Up to the LMS | |
| C1 | Gather and add Faculty Information to the LMS Add Course Conclusion to the LMS Add Course Survey page to the LMS (link to Qualtrics survey) Add "What you have earned" to the LMS Set up Canvas QA by student worker Assigned ID: Schedule Curriculum Meeting with assigned Faculty member | |
| C1 | Make corrections noted by Student during QA | |

C2:M4

Initial Curriculum Meeting with individual Faculty
(invite DSH & GW) - go over module in design
document
Collaborate with Faculty to complete a module design
document

Overview text, scripts, hook, questions, etc.

Design Practice exercise/activity using ChatGPT - draft
details to share with faculty

Self-reflection questions/project - add questions to
learning journal

Module Wrap-Up

Collaborate with Faculty to complete a Lesson
Storyboard (including video scripts) for each lesson (x3-
6)

Design Knowledge Check and Final Exam questions
using ChatGPT - draft feedback for each question
Collaborate with Faculty on fleshing out graded
questions and scenarios

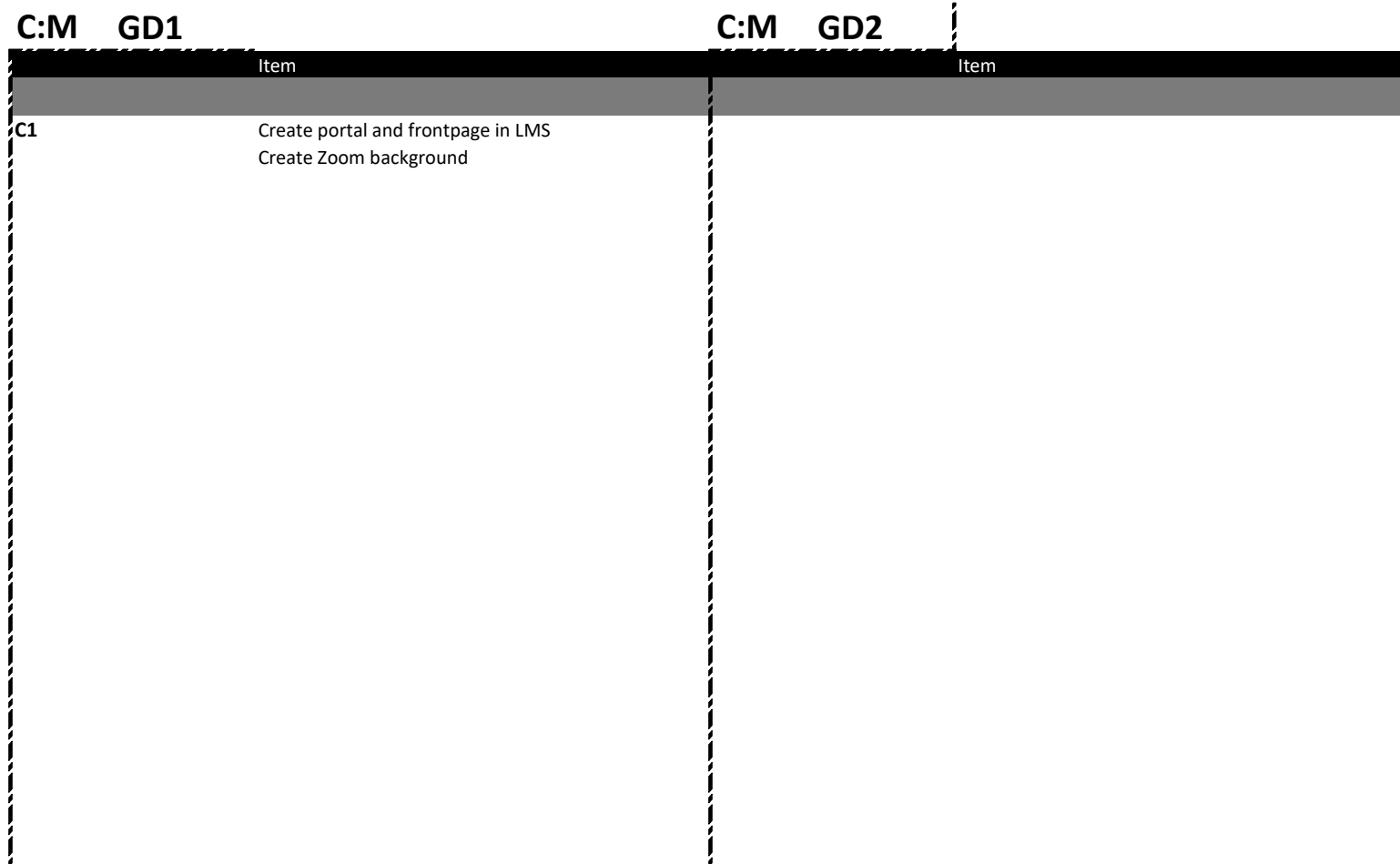
Practice Activity/Exercise

Flesh out practice exercise/activity with faculty
Enter it into a storyboard or other means of layout

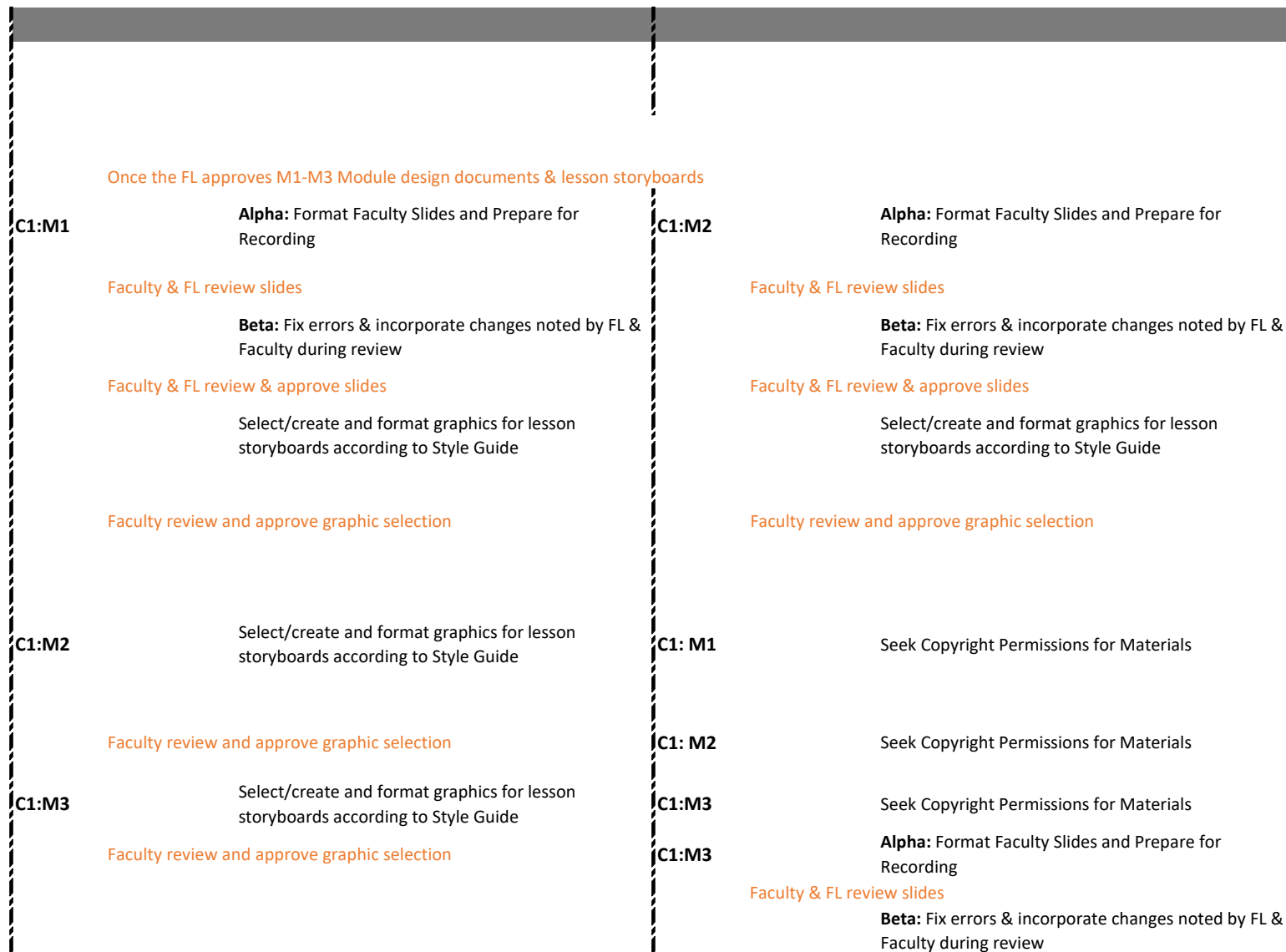
Align Learning Outcomes, Content, and Assessments

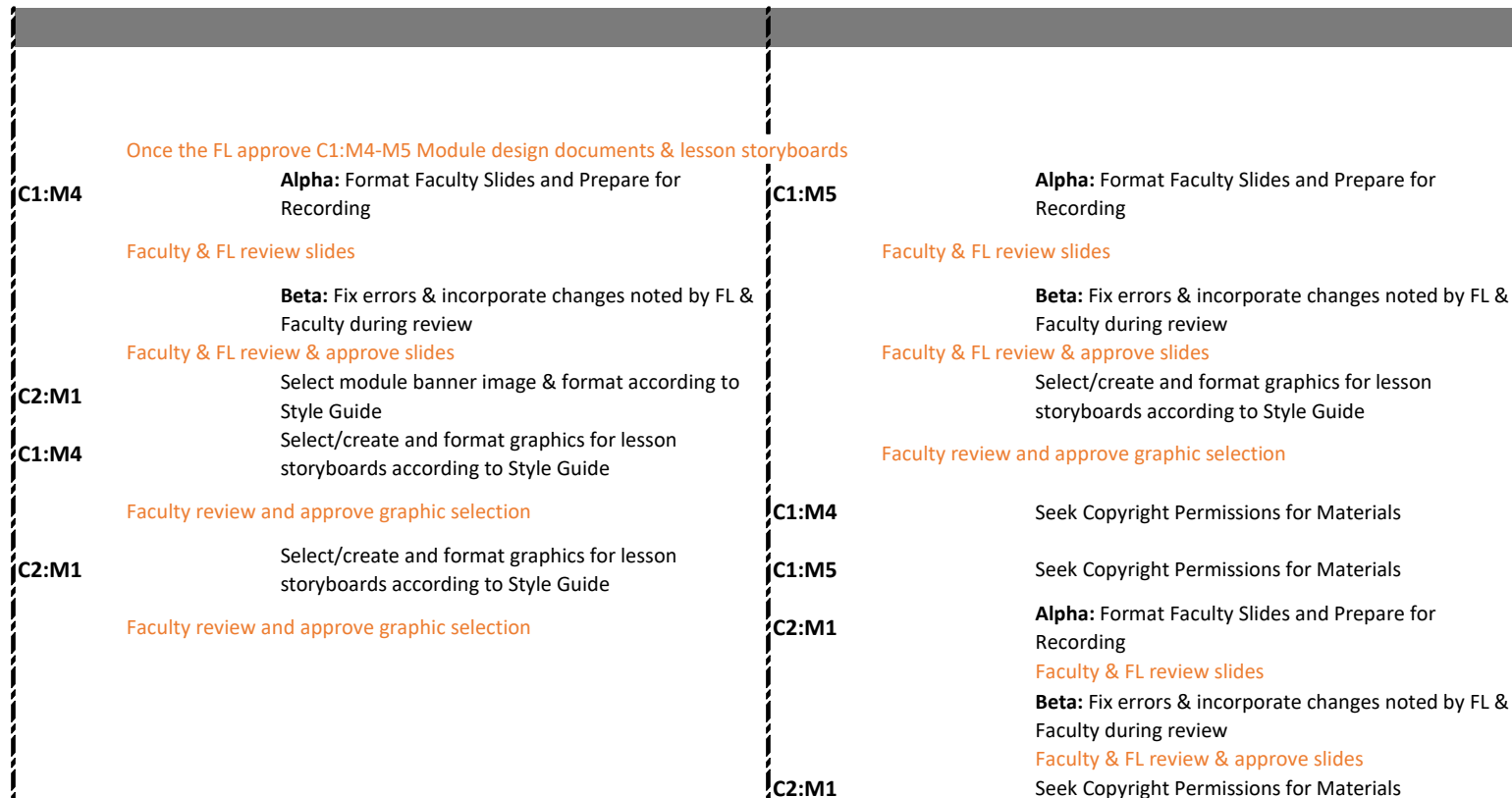
C3:M2

Schedule Curriculum Meeting with assigned Faculty
member



| C1:M1 | Select module banner image & format according to Style Guide |
|--------------|--|
| C1:M2 | Select module banner image & format according to Style Guide |
| C1:M3 | Select module banner image & format according to Style Guide |
| C1:M4 | Select module banner image & format according to Style Guide |
| C1:M5 | Select module banner image & format according to Style Guide |





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| C2 Create portal and frontpage in LMS Create Zoom background | C2 Create evaluation in Qualtrics |
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| C2:M2 | Select module banner image & format according to Style Guide | C3 | Create evaluation in Qualtrics |
|-------|--|----|--------------------------------|
| C2:M3 | Select module banner image & format according to Style Guide | | |
| C2:M4 | Select module banner image & format according to Style Guide | | |

C:M Student Worker

Item







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| | | |
| CI | Create course syllabus from Template | |
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| CI | Review final exam in LMS | |
| CI | Review course in Canvas using QA form | |

CI

Build course map

C1

Make corrections to course map based on ID review