C:M Lead ID														
C:W Lead ID	Deta.	Substem	Checkler	C:M ID1	Im	Sub-term		C:M ID2	ten	Sub-ten	Checkist	C:M GD	licem.	C:M GD2
Design I (2 weeks)	art Taxon				***							C1	Create portal and frontpage in LMS Create Zoom background	
Create Program (Hold strategy ma Dean & FL appro	am Needs Assessment in Design document for faculty and project seam meeting Create Monday.com boards & set up for sprints rose Design Document				Schedule another strateev meetine Crease Monday.com boands & set up for sprints Update the Zoom puidelines.									
	Create Module Design document for faculty marrhers				COLUMN TO ALCOHOLOGO.									
Schedule & hold	id a Meeting with Project Team		Go over design document, tryle guide, module design document, Zoom guide, Zoom background. Determine our video strategy. FL approve Style Guide, Zoom guide, & Module Design Guide											
Schedule and Ho	-told Kick-off meeting (faculty, project team, FL) - 2 wee	eks from now (see kick-off deck; Google drive)	Ft approve Style Guide, Zoom guide, & Module Design Guide											
Update Design d	Provide development Templates to Faculty, harkernunds ser document based on Meeting													
Lead ID, FL, CRD:	Assigned ID: Schedule Second Curriculum Meetin with assigned Faculty member D: Determine Evaluation questions for each course and	ng I the Program (maybe have a section on meeting LOs fo	reach course(?		Assigned ID: Schedule Second Curriculum Meeting with assigned Faculty member				Assigned ID: Schedule Second Curriculum Meeting with assigned Faculty member					
FL review and ap Provide Copy to	approve evaluation questions o Marketing Department for Brochure and Landing Pag	ge (gather information from Design document)		C1 C2	Create Digital Radge and write description & criter Create Digital Radge and write description & criter									
Design 2. Phase 1 (4 v	(weeks)			a	Create Digital Radge and write description & criter									
CEMS	Initial Curriculum Meeting with individual Facult (Invite DSH & GW) - go over module in design	N .		C1:M2	Initial Curriculum Meeting with individual Faculty (invite DSH & GW) - go over module in design			C1:M3	inidal Cuniculum Meeting with individual Faculty (invite DSH & GW) - go over module in design document Collaborate with Faculty to complete a module			C1M1	Select module banner image & format according to Style Guide	
	Collaborate with Faculty to complete a module dealer-for-unant	Overview text, scripts, hook, questions, etc.			Collaborate with Faculty to complete a module design document	Overview test, scripts, hook, questions, etc.			Collaborate with Faculty to complete a module during document	Overview text, scripts, hook, questions, etc.		C1:M2 C1:M2	Select module banner image & format according to Cruta Crista. Select module banner image & format according to	
		Design Practice exercise/activity using ChatGPT- draft details to share with faculty Self-reflection questions/project - add questions t learning lournal Module Wiss-Uo				Design Practice exercise/activity using CharGFT - draft details to share with faculty Self-reflection questions/project - add questions learning located Module Wran-Up				Design Practice exercise/activity using ChatGPT- draft details to share with faculty Self-reflection questions/project - add questions : learning lournal Module Wran-Lio		C1:M4	Select module banner image & format according to Crute Crute. Select module banner image & format according to Select module banner image & format according to State Guide Select module banner image & format according to State Guide	
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	Collaborate with Faculty to complete a Lesson Storyboard (including video scripts) for each less (43-6)	son	Design Knowledge Check and Final Exam questions using ChatGPT - draft feedback for each question Collaborate with Faculty on fleshing out graded questions and scenarios			Collaborate with Faculty to complete a Lesson Storyboard (including video scripts) for each less (ski-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			Collaborate with Faculty to complete a Lesson Storyboard (including video scripts) for each less (x3-6)	Design Knowledge Check and Final Exam questions using ChartiFFT - draft feedback for each question on 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			Practice Activity/Exercise	Flesh out practice exercise/activity with faculty Enter it into a storyboard or other means of byout			Practice Activity/Suercise	Fiesh out practice exercise/activity with faculty Enter it into a storyboard or other means of layout	1		
	Align Learning Dutcomes, Content, and Assessments				Align Learning Outcomes, Content, and Assessments				Align Learning Outcomes, Content, and Assessments					
C1:M1-M3	Schedule and Hold Curriculum Review Meeting w Project Team		FL & faculty review MS-M3 design documents & lesson storyboards											
Design 2, Phase 2 + D Schedule Faculty	Development I, Phase 1 (4 weeks) ty Studio Time or settings timeline for Zoom recording	p (C1M1-G)		C1:M2	Fix errors and incorporate changes noted by FL & Faculty during review of module design document			C1M3	Fix errors and incorporate changes noted by Fi. & Faculty during review of module design document.					
CEMI	Fix errors and incorporate changes noted by FLB Faculty during review of module design document and learner storology.	L et		CIMS	initial Curriculum Meeting with individual Faculty (invite DSH & GW) - go over module in design			C2:M1	and liamon providenate toldal Curriculum Meeting with individual Faculty (inside DSH & GW) - go over module in design document			0	to FL approved MS-MS Module feating documents F ******	I torrheards
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C1:M4-S;	Align Learning Outcomes, Content, and Assessments	_		C1:M2	Support faculty during any studio recording			C1:M3	Support faculty during any studio recording			сімі	Select/create and format graphics for lesson storyboards according to Style Guide	C1:M3 Seek Copyright Permissions for Materials Alpha: Format Faculty Sides and Prepare for
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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

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)

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

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)

Fix errors and incorporate changes noted by FL & C1:M1 Faculty during review of module design document and

lesson storyboards

Initial Curriculum Meeting with individual Faculty

C1:M4 (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)

using ChatGPT - draft feedback for each question Collaborate with Faculty on fleshing out graded questions and scenarios

Design Knowledge Check and Final Exam questions

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:M4-5; Schedule and Hold Curriculum Review Meeting with

C2:M1 Project Team

C1 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)

Fix errors and incorporate changes noted by FL & C1:M4

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

Fix errors in lessons C1:M1

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)

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)

member

FL & faculty & user group review of Course 1 in a pilot - testing user experience & content flow (3 weeks) **C1** C2 Schedule Faculty Studio Time or settings timeline for Zoom recordings (C2:M1-5) Initial Curriculum Meeting with individual Faculty C2:M2 (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 Design Knowledge Check and Final Exam questions Collaborate with Faculty to complete a Lesson using ChatGPT - draft feedback for each question Storyboard (including video scripts) for each lesson (x3-Collaborate with Faculty on fleshing out graded 6) questions and scenarios Flesh out practice exercise/activity with faculty Practice Activity/Exercise Enter it into a storyboard or other means of layout Align Learning Outcomes, Content, and Assessments Schedule and Hold Curriculum Review Meeting with FL & faculty review module design documents & C2:M2-4 Project Team lesson storyboards Schedule Curriculum Meeting with assigned Faculty C2:M5

C:M ID1

	Item	Sub-item
	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	
сз	Create Digital Badge and write description & criteria	

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C1:M2	Initial Curriculum Meeting with individual Faculty (invite DSH & GW) - go over module in design document Collaborate with Faculty to complete a module design document		
<u> </u>		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 C1:M5	Fix errors and incorporate changes noted by FL & Faculty during review of module design document an lesson storyboards Initial Curriculum Meeting with individual Faculty (invite DSH & GW) - go over module in design document	d	
	Collaborate with Faculty to complete a module design document	1	
		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		
ı			

Fix errors and incorporate changes noted by FL & Faculty during review of module design document and C1:M5 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

Fix errors in lessons
Fix errors in practice session using QA form
Fix errors in lessons
Fix errors in practice session
Faculty review & approve lessons & practice session
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:M5

IC1

Add Course Overview to the LMS

Add Course Introduction to the LMS

Build Lessons in Rise using storyboards

Build Practice session in Storyline

Review syllabus & add to LMS

Set up course Navigation Menu & Canvas settings

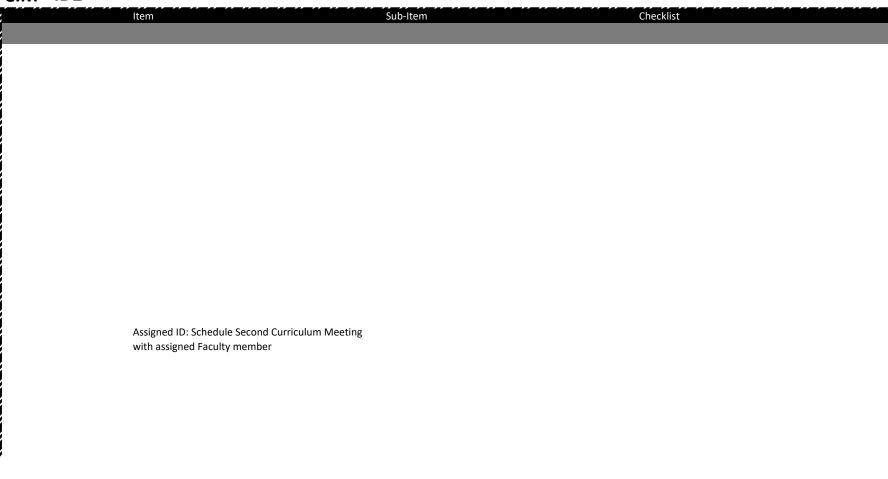
Set up course badges

C2:M3 Assigned ID: Schedule Curriculum Meeting with

assigned Faculty member

C1	Review course map		
С2:М3	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
į	Align Learning Outcomes, Content, and Assessments		
C3:M1	Schedule Curriculum Meeting with assigned Faculty member		
1			

C:M ID2



C1:M3	Initial Curriculum Meeting with individual Faculty (invite DSH & GW) - go over module in design document Collaborate with Faculty to complete a module desigr document	1	
		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 C2:M1	Fix errors and incorporate changes noted by FL & Faculty during review of module design document and lesson storyboards Initial Curriculum Meeting with individual Faculty (invite DSH & GW) - go over module in design document	I	
	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		
İ	Create Digital Badge and write description & criteria		
C1:M1	Support faculty during any studio recording		
	Create Digital Badge and write description & criteria		

Fix errors and incorporate changes noted by FL & C2:M1 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 Support faculty during any studio recording C2:M1 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

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 C2:M4 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	n	
		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		
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C:M	GD1	C:M GD2
	ltem	Item
C1	Create portal and frontpage in Create Zoom background	MS

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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	Once the FL approves M1-M3 Module design documents & lesson story	boards	
C1:M1	Alpha: Format Faculty Slides and Prepare for Recording	C1:M2	Alpha: Format Faculty Slides and Prepare for Recording
	Faculty & FL review slides	į	Faculty & FL review slides
	Beta: Fix errors & incorporate changes noted by FL & Faculty during review		Beta: Fix errors & incorporate changes noted by FL & Faculty during review
j	Faculty & FL review & approve slides	İ	Faculty & FL review & approve slides
	Select/create and format graphics for lesson storyboards according to Style Guide		Select/create and format graphics for lesson storyboards according to Style Guide
	Faculty review and approve graphic selection		Faculty review and approve graphic selection
C1:M2	Select/create and format graphics for lesson storyboards according to Style Guide	C1: M1	Seek Copyright Permissions for Materials
	Faculty review and approve graphic selection	C1: M2	Seek Copyright Permissions for Materials
C1:M3	Select/create and format graphics for lesson storyboards according to Style Guide	C1:M3	Seek Copyright Permissions for Materials
	Faculty review and approve graphic selection	C1:M3	Alpha: Format Faculty Slides and Prepare for Recording
			Faculty & FL review slides Beta: Fix errors & incorporate changes noted by FL & Faculty during review

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		'	
C1:M4	Once the FL approve C1:M4-M5 Module design documents & lesson str Alpha: Format Faculty Slides and Prepare for Recording	C1:M5	Alpha: Format Faculty Slides and Prepare for Recording
	Faculty & FL review slides		Faculty & FL review slides
	Beta: Fix errors & incorporate changes noted by FL & Faculty during review		Beta: Fix errors & incorporate changes noted by FL & Faculty during review
i	Faculty & FL review & approve slides	i	Faculty & FL review & approve slides
C2:M1	Select module banner image & format according to Style Guide	į	Select/create and format graphics for lesson storyboards according to Style Guide
C1:M4	Select/create and format graphics for lesson storyboards according to Style Guide		Faculty review and approve graphic selection
į	Faculty review and approve graphic selection	C1:M4	Seek Copyright Permissions for Materials
C2:M1	Select/create and format graphics for lesson storyboards according to Style Guide	C1:M5	Seek Copyright Permissions for Materials
	Faculty review and approve graphic selection	C2:M1	Alpha: Format Faculty Slides and Prepare for Recording
ĺ		į	Faculty & FL review slides
į		į	Beta: Fix errors & incorporate changes noted by FL &
į		į	Faculty during review Faculty & FL review & approve slides
į		C2:M1	Seek Copyright Permissions for Materials

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C2	Create portal and frontpage in LMS Create Zoom background	C2	Create evaluation in Qualtrics

C2:M2	Select module banner image & format according to Style Guide	сз	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		

