

Project Plan

Project: HBS Manager eCourse

Action Items 4/24/14 (updated)

| No | Description | Responsibility | Date Assigned | Date Due | Open | Closed | Comments/Status | |
|-----------------|--|--|---------------|----------|-----------------------|----------------------------------|--|--|
| 9 | Edit Storyboard v.1 Edit and Review | Brian Murphy , Brian.Murphy@ucsfmedctr.org Delores Reed, Delores.Reed@ucsfmedctr.org Clark Martin, Clark.Martin@ucsfmedctr.org Jan Kunz, Jan.Kunz@ucsfmedctr.org | 4/25/14 | 5/2/14 | <input type="radio"/> | | <ul style="list-style-type: none"> For text changes, please edit the pdf file directly, or provide a Word document, specifying each slide number with content changes. This is your opportunity for major content revisions. It is important to make sure all content is included and accurate before production in Captivate begins. | Original Date Due 5/9/14 |
| 10 | HBS Manager User Guide Edit, Review and Approve | Brian Murphy , Brian.Murphy@ucsfmedctr.org Delores Reed, Delores.Reed@ucsfmedctr.org Clark Martin, Clark.Martin@ucsfmedctr.org Jan Kunz, Jan.Kunz@ucsfmedctr.org | 4/18/14 | 5/23/14 | <input type="radio"/> | | http://courses.training.ucsfmedicalcenter.org/SFMLRN11E_HBS201W/pdf/HBSManagerGuide.pdf | Emailed 4/18/14 Supplemental Documents for Users |
| 11 | HBS Remote Access Guide Edit, Review and Approve | Brian Murphy , Brian.Murphy@ucsfmedctr.org Delores Reed, Delores.Reed@ucsfmedctr.org Clark Martin, Clark.Martin@ucsfmedctr.org Jan Kunz, Jan.Kunz@ucsfmedctr.org | 4/18/14 | 5/23/14 | <input type="radio"/> | | http://courses.training.ucsfmedicalcenter.org/SFMLRN11E_HBS201W/pdf/accessHBS.pdf | |
| COMPLETE | | | | | | | | |
| 1 | Create Training Accounts in HBS for screen captures and simulations in eCourse. | Brian Murphy , Brian.Murphy@ucsfmedctr.org | 3/20/14 | 3/26/14 | | <input checked="" type="radio"/> | It will be helpful to use names that reflect the position (i.e. Training Nurse, Training Physician, Training Analyst1, etc.) | |
| 4 | Contact Cindy Chui Cindy.Chui@ucsf.edu to obtain electronic versions | Maxine Ferman , Maxine.ferman@ucsfmedctr.org | 3/20/14 | | | <input checked="" type="radio"/> | | |

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|---|--|--|-----------|-------------------------|--|---|--|--------------------------|
| | of existing Campus HBS Bi-Weekly Approver Training, Job Aid, etc | | | | | | | |
| 5 | Received materials from Cindy Chui | Cindy Chui, Cindy.Chiu@ucsf.edu | 3/20/14 | 3/24/14 | | ● | | |
| 6 | Received Report Writer Materials | Clark Martin, Clark.Martin@ucsfmedctr.org | 3/20/14 | 3/20/14 | | ● | | |
| 2 | Live 1-on-1 training for Max at MCB | Brian Murphy, Brian.Murphy@ucsfmedctr.org Delores Reed, Delores.Reed@ucsfmedctr.org Clark Martin, Clark.Martin@ucsfmedctr.org Jan Kunz, Jan.Kunz@ucsfmedctr.org | 3/20/14 | 4/3/14 1-3 pm MCB | | ● | | |
| 3 | Setup to record ReadyTalk session Live 1-on-1 Training for Max | Brian Murphy, Brian.Murphy@ucsfmedctr.org | 3/20/14 | 4/3/14 | | ● | Did not record | |
| 7 | ReadyTalk Recording with Jan | Maxine Ferman, Maxine.ferman@ucsfmedctr.org Jan Kunz, Jan.Kunz@ucsfmedctr.org | 4/3/14/14 | 4/4/14 | | ● | <ul style="list-style-type: none"> Record actual 1- hour course as presented to managers Insure Jan's computer is updated and able to participate in ReadyTalk session | |
| 8 | Create Storyboardv1 – Write eCourse Content | Maxine Ferman, Maxine.ferman@ucsfmedctr.org | 4/7/14 | 4/25/2014 | | ● | | Original Date Due 5/1/14 |
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Review/Approval Process for Stakeholders

| Phase | Client – Delores Reed < Delores.Reed@ucsfmedctr.org > | Learning Services - Max Ferman | Notes to Client |
|---|---|--|---|
| Storyboard v1 Review Planned: week of 5/2/14 DELIVERED 4/23/14 Storyboard Final Review Planned: week of 5/19/14 DUE 5/2/14 | Review and approve all content. Includes audio narration script. | | This is your major content review and editing phase. Storyboard submitted to client in pdf format. For text changes, please edit the pdf file directly, or provide a Word document specifying slide number with content changes. |
| Alpha Test Planned: week of 6/9/14 | <ul style="list-style-type: none"> Review and approve Alpha Test in LMS. No Audio narration included in this phase. | | Minimal revisions at this time. <ul style="list-style-type: none"> For text changes, please provide final and edited text in a Word document so we may copy and paste your revisions verbatim. <ul style="list-style-type: none"> Take a screen captures to show where changes need to occur. Note the slide name and specify what needs to be fixed. |
| Alpha Test Revisions | | <ul style="list-style-type: none"> Incorporate all edits from Alpha Test. Audio recorded based on final edits from Storyboard and Alpha Test. Produce Beta Test | 2 weeks - based on the complexity and number of edits from client. |
| Beta Test Planned: week of 6/30/14 | <ul style="list-style-type: none"> Test all interactivity, audio narration, and content revisions from Alpha Test. Audio narration included in this phase | | Please submit all final and edited changes or corrections as done in Alpha Testing |
| Final Production | No content changes should occur at this phase of production. | <ul style="list-style-type: none"> Incorporate any edits from Beta Test. Test and Prepare for Launch | 1 week – no edits from client expected |
| Release Candidate Planned: 7/8/14 | Final review and approval. No content changes should occur at this phase of production. | Remove the large SumTotal playbar at the top of the eCourse | 1 week – Final testing before eCourse launched in LMS |
| Launch eCourse | | | Planned : 7/11/14 Goal: 6/27/14* |

*Goal if production requirements are achieved earlier than planned.

