

# Project Plan

eCourse: Recharge Basics 101

## Action Items - (revised 1/14/15)

No.	Description	Responsibility	Date Assigned	Date Due	Open	Closed	Comments/Status	Notes
1	Kickoff Meeting	<b>Maxine Ferman</b> <a href="mailto:Maxine.Ferman@ucsf.edu">Maxine.Ferman@ucsf.edu</a> <b>Gabriella Hato</b> <a href="mailto:Gabriella.Hato@ucsf.edu">Gabriella.Hato@ucsf.edu</a> <b>Richard Chen</b> <a href="mailto:Richard.Chen@ucsf.edu">Richard.Chen@ucsf.edu</a> <b>Sarah Hislen</b> <a href="mailto:Sarah.Hislen@ucsf.edu">Sarah.Hislen@ucsf.edu</a>		1/7/15		●		
2	Edit Content materials (Website, PowerPoint, Manual)	<b>Gabriella Hato</b> <a href="mailto:Gabriella.Hato@ucsf.edu">Gabriella.Hato@ucsf.edu</a> <b>Richard Chen</b> <a href="mailto:Richard.Chen@ucsf.edu">Richard.Chen@ucsf.edu</a> <b>Sarah Hislen</b> <a href="mailto:Sarah.Hislen@ucsf.edu">Sarah.Hislen@ucsf.edu</a>	1/7/18	2/23/14	○		<ul style="list-style-type: none"> <li>Upload ALL FINAL AND EDITED content and exercises to online BOX for integration into eCourse                             <ul style="list-style-type: none"> <li>This includes all PowerPoint, Manuals, Exercises, Links, etc.</li> </ul> </li> <li>Provide links to all required documentation and resources to internal and external website(s)</li> </ul>	Website: <a href="http://brm.ucsf.edu/">http://brm.ucsf.edu/</a>
3	Recharge ILT Training – part 1	<b>Gabriella Hato</b> <a href="mailto:Gabriella.Hato@ucsf.edu">Gabriella.Hato@ucsf.edu</a> <b>Richard Chen</b> <a href="mailto:Richard.Chen@ucsf.edu">Richard.Chen@ucsf.edu</a> <b>Sarah Hislen</b> <a href="mailto:Sarah.Hislen@ucsf.edu">Sarah.Hislen@ucsf.edu</a>		1/28/15	○		Laurel Heights, Regents' Room, S1	
4	Recharge ILT Training – part 2	<b>Gabriella Hato</b> <a href="mailto:Gabriella.Hato@ucsf.edu">Gabriella.Hato@ucsf.edu</a> <b>Richard Chen</b> <a href="mailto:Richard.Chen@ucsf.edu">Richard.Chen@ucsf.edu</a> <b>Sarah Hislen</b> <a href="mailto:Sarah.Hislen@ucsf.edu">Sarah.Hislen@ucsf.edu</a>		2/4/15	○		Laurel Heights, Regents' Room, S1	
5	Content Review Meeting	<b>Maxine Ferman</b> <a href="mailto:Maxine.Ferman@ucsf.edu">Maxine.Ferman@ucsf.edu</a> <b>Gabriella Hato</b> <a href="mailto:Gabriella.Hato@ucsf.edu">Gabriella.Hato@ucsf.edu</a> <b>Richard Chen</b> <a href="mailto:Richard.Chen@ucsf.edu">Richard.Chen@ucsf.edu</a>		2/6/15	○		Pending confirmation	

		Sarah Hislen <a href="mailto:Sarah.Hislen@ucsf.edu">Sarah.Hislen@ucsf.edu</a>						
<b>Production</b> (see <b>Production Schedule</b> Attached)								
6	<b>Create Storyboard</b> – Write eCourse Content	Maxine Ferman <a href="mailto:Maxine.Ferman@ucsf.edu">Maxine.Ferman@ucsf.edu</a>	2/23/15	3/6/15	○			<a href="#">HBS Sample</a>
7	<b>Edit Storyboard</b> Edit and Review	Gabriella Hato <a href="mailto:Gabriella.Hato@ucsf.edu">Gabriella.Hato@ucsf.edu</a> Richard Chen <a href="mailto:Richard.Chen@ucsf.edu">Richard.Chen@ucsf.edu</a> Sarah Hislen <a href="mailto:Sarah.Hislen@ucsf.edu">Sarah.Hislen@ucsf.edu</a>	3/9/15	<b>3/13/15</b>	○		<b>This is your major content review and editing phase.</b>  How to submit revisions: <ul style="list-style-type: none"><li>For text changes, please provide a Word document, specifying each slide number with content changes.</li><li>It is important to make sure all content is included and accurate before production in Captivate begins.</li></ul>	
8	<b>Captivate Production</b>	Maxine Ferman <a href="mailto:Maxine.Ferman@ucsf.edu">Maxine.Ferman@ucsf.edu</a>	3/16/15	3/27/15	○			
9	<b>ALPHA TEST</b> <b>Review and Approve</b>	Gabriella Hato <a href="mailto:Gabriella.Hato@ucsf.edu">Gabriella.Hato@ucsf.edu</a> Richard Chen <a href="mailto:Richard.Chen@ucsf.edu">Richard.Chen@ucsf.edu</a> Sarah Hislen <a href="mailto:Sarah.Hislen@ucsf.edu">Sarah.Hislen@ucsf.edu</a>	3/30/15	<b>4/3/15</b>	○		<b>Major revisions at this time.</b> <b>Content must be FINAL and APPROVED - ready for audio recording</b>  How to submit revisions: <ul style="list-style-type: none"><li>For text changes, please provide final and edited text in a Word document so we may copy and paste your revisions verbatim.</li><li>Note the slide name and number, and specify exactly what needs to be fixed.</li><li>Take a screen capture to show where changes need to occur.</li></ul> No audio at this time	Pilot Test w/ focus group- coordinated by Stakeholders
10	<b>ALPHA TEST Revisions</b>	Maxine Ferman <a href="mailto:Maxine.Ferman@ucsf.edu">Maxine.Ferman@ucsf.edu</a>	4/6/15	4/24/15	○		Audio production included at this time	
11	<b>BETA TEST</b> <b>Review and Approve</b>	Gabriella Hato <a href="mailto:Gabriella.Hato@ucsf.edu">Gabriella.Hato@ucsf.edu</a> Richard Chen <a href="mailto:Richard.Chen@ucsf.edu">Richard.Chen@ucsf.edu</a> Sarah Hislen	4/27/15	<b>5/1/15</b>	○		<b>Minor revisions at this time.</b>	

		<a href="mailto:Sarah.Hislen@ucsf.edu">Sarah.Hislen@ucsf.edu</a>					
12	BETA TEST Revisions	Maxine Ferman <a href="mailto:Maxine.Ferman@ucsf.edu">Maxine.Ferman@ucsf.edu</a>	5/4/15	5/8/15	○		Final production
13	RELEASE CANDIDATE Final Approval	Gabriella Hato <a href="mailto:Gabriella.Hato@ucsf.edu">Gabriella.Hato@ucsf.edu</a> Richard Chen <a href="mailto:Richard.Chen@ucsf.edu">Richard.Chen@ucsf.edu</a> Sarah Hislen <a href="mailto:Sarah.Hislen@ucsf.edu">Sarah.Hislen@ucsf.edu</a>	5/11/15	5/12/15	○		No revisions expected at this time
14	Launch	Maxine Ferman <a href="mailto:Maxine.Ferman@ucsf.edu">Maxine.Ferman@ucsf.edu</a>		5/14/15	○		

