## **Technology-Enabled Activity Planning Document**

This document may help you plan your creation, as well as encouraging you to estimate how much time you will need to invest.

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| Title: | Creating a OneNote Notebook for Health Care Administration faculty |
| Tool using: | OneNote |
| Idea: | To create an online space for conversation about shared language and perhaps design for Blackboard sites, as well as use of MS Teams so there are more consistent approaches in communicating with students. Also to provide an area to build our shared community and where we can talk about use of various tech tools and features that we are using with our students. |
| Curriculum integration: | N/A |

Now**,** identify what tasks are involved in your creation and estimate how much time it will take to complete them. It’s not a commitment to a particular approach, rather a guide for you to anticipate what will be required.

Enter an ‘X’ in any column next to a task your creation will entail, and then predict how long it will take you to do (in hours).

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| --- | --- | --- |
| **[ X ]** | **Task** | **Est. time (in hrs)** |
| X  | Generate ideas |  4-5 hours |
|   | Conduct research |   |
|   | [Storyboard](https://en.wikipedia.org/wiki/Storyboard) |   |
|   | Write script |   |
|   | Find graphics (don’t forget to attribute!) |   |
|   | Create graphics |   |
|   | Record & edit audio |   |
|   | Record & edit video |   |
|  X | Write copy (text) |  2 hours |
|   | Design website (or style web authoring tool, like Scalar or Prezi) |   |
|   | Write code |   |
|   | Identify and remedy any accessibility barriers (e.g. captioning) |   |
|  X | Review for errors |  1 hour |
|  X | Other: Building resources section for launch of site |  1 hour (weekly) |
|  X | Other: Sharing site with faculty and showing them how to use the site |  1-2 hours/semester |
|  X | Other: Creating process for ensuring weekly check-ins on the site (once it is built), keeping content updated, ensuring participating, updating list of faculty (particularly as part-time staff change frequently) |  30 minutes weekly |
|   | Other: |   |