## **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.

|  |  |
| --- | --- |
| Title: | Pairs accountability system for MGMT 6043 |
| Tool using: | FOL (LMS) and Google Docs |
| Idea: | Pairs will have a discussion board area, a locker, as well as access to each other’s email in FOL. Idea is to get them to use these tools to stay in touch and work on assignments together. This allows professor to review/check in if challenges ensue.Google Docs encouraged as a way to collaborate on assignments so work can be done synchronously and asynchronously with partners, work is easy to access and share, and accountability comes into play with who did what on the document. |
| Curriculum integration: | How to work remotely in teams/partners, time management, problem solving, conflict management, collaboration with others, working online. |

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).

|  |  |  |
| --- | --- | --- |
| **[ X ]** | **Task** | **Est. time (in hrs)** |
|  X | Generate ideas |  1 hour |
|  X | Conduct research |  ½ hour |
|   | [Storyboard](https://en.wikipedia.org/wiki/Storyboard) |   |
|   | Write script |   |
| X  | Find graphics (don’t forget to attribute!) |  ¼ hour |
|  X | Create graphics/charts |  ½ hour |
|   | Record & edit audio |   |
|   | Record & edit video |   |
| X  | Write copy (text) |  1 hour |
|   | 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 |  1/2 hour |
|   | Other: |   |
|   | Other: |   |
|   | Other: |   |
|   | Other: |   |