## **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: | OPA Standardization of Foundational Concepts |
| Tool using: | MS Teams |
| Idea: | Learner Challenge: students are frustrated that each Prof has a different expectation for foundational skills/knowledge (charting, routine and standard practices, med abbreviations, etc) that could be a bit more standardized.  Although there are many good reasons to know multiple ways to complete something (ie no two patients are the same), I believe it is possible to standardize some items to ensure consistency and reduce student frustration, especially during first year, first term, of an entry level diploma.  I'd like to create a standardized set of expectations for foundational items in our program. For example: Charting, Routine and Standard Practices, Med Abbreviations. This project will require a virtual document, asyn/syn collaboration, and ongoing updating....I am thinking a MS Teams resource for Faculty.  Very similar to “OPA common classroom expectations” document/slides created in 21/22 (MS Teams) |
| Curriculum integration: | All of the resources created will be for faculty, who will then implement them in their courses when discussing the topics (SOAP notes, Routine & Standard Practices, etc).  Versions of these documents could also be made available to students to help guide their learning and set expectations. |

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  --connect with faculty group to explore topics: what are the foundational items we need to standardize (SOAP, R&S Practices, Med Abbreviations…etc) | 30min |
| x | Conduct research  --connect with faculty group to share content and seek feedback | 30 min |
|  | [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)  --create content in MS Teams (word doc to start, then maybe PPT slides as well) for Faculty to review  --edit/update based on feedback | 2 hrs |
| x | Design website (or style web authoring tool, like Scalar or Prezi)  --create folder structure in MS Teams  --review/update membership | 30 min |
|  | Write code |  |
|  | Identify and remedy any accessibility barriers (e.g. captioning) |  |
|  | Review for errors |  |
| X | Other: MS Teams Prof Dev | 60min (30min prep, 30min mtg) |
|  | Other: |  |
|  | Other: |  |
|  | Other: |  |