## **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: | Dox Support |
| Tool using: | Zoom, Open Text Help |
| Idea: | My aim is to address the needs of staff who are struggling with the transition to our new document management system. Some need encouragement to try it in real world situations that are embedded in their everyday work. Rather than watch YouTube videos on how to use it (which haven’t been too successful in the past), we will use synchronous Zoom 1:1 tutorials to walk people through their own personal Dox workspace. |
| Curriculum integration: | [*List any leadership concepts/skills/activities that the tech creation will either include, assess or build upon* ]   * Knowledge of learning technologies and how to use them effectively * Provide effective onboarding and ongoing development opportunities for the Program Team * Provide leadership to the Program Team as required |

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)** |
|  | Generate ideas |  |
| X | Conduct research   * Dialogue with staff to identify areas of difficulty * Share Empathy Map, and ask them to assist in co-creating a more personalized map that is reflective of their perspective and experience * Contact the IT department and arrange for 1:1 training based on the needs identified by the individual staff | 3 |
|  | [Storyboard](https://en.wikipedia.org/wiki/Storyboard) |  |
|  | Write script |  |
|  | Find graphics (don’t forget to attribute!) |  |
|  | Create graphics |  |
|  | Record & edit audio |  |
|  | Record & edit video |  |
|  | Write copy (text) |  |
|  | Design website (or style web authoring tool, like Scalar or Prezi) |  |
|  | Write code |  |
| X | Identify and remedy any accessibility barriers (e.g. captioning)   * Ensure staff have the hardware, software, and internet access they will need to complete the training * Ensure training does not happen late in the day |  |
|  | Review for errors |  |
| X | Other: Support and Coach   * Attend training sessions with staff. Ensure understanding of content and process * Be a cheerleader! | As required |
| X | Other: Follow up   * Second day after follow up to respond to any questions, difficulties * Weekly follow up until staff are independently using the system effectively | As required |
| X | Other: Celebrate!   * Take time to celebrate steps forward * Take time to celebrate independence |  |
| X | Other: Demonstrate Gratitude   * Ensure IT trainers are aware of how much their time and expertise is appreciated * Ensure IT supervisors are aware of the impact their staff are having |  |