## **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: | Using Technology to Facility Easier Communication Channels for Group Projects |
| Tool using: | Microsoft 365 and Adobe |
| Idea: | The technology I selected to assist my learners with their challenge is Microsoft 365 and the Adobe Suite, both of which are provided to our students for free from the college. Microsoft Teams will allow students a platform that can assist with their communication in the group project. Documents and slideshows will also be a collaborative effort in Microsoft 365. The Adobe suite will allow students the chance to create a group contract using Adobe sign, and the Creative Cloud suite will allow them to collaboratively work on the media elements of their projects. Besides assisting their group projects, these technologies are also often used across multiple industries providing the students with key transferable skills to take into their careers. |
| Curriculum integration: | * Using industry identified software. * Using secure software for contracts and signatures. * Communicating digitally. * Teamwork and collaboration. * Creating contracts and committing to responsibilities. |

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 | 1 |
| x | Conduct research | 1 |
| x | Create graphics | 2 |
| x | Write copy (text) | 2 |
| x | Identify and remedy any accessibility barriers (e.g. captioning) | 1 |
| x | Review for errors | 1 |
| x | Other: Create guidelines and rubric | 2 |