eLearning Project Plan

Project Information

Project Title	*How to Communicate Effectively with Parents: A Scenario-Based Training For New Teachers, Student Teachers, and Long-Term Subs*
Project Description	*A training course to help new teachers effectively communicate with parents*

Roles & Responsibilities

Bridgette Hanover	*Veteran teacher (15 years) at Gorely Middle School (Pilot School)*
Lauren Philips	*Principal of Gorely Middle School (Pilot school)*
Derek Baker	*Superintendent of HFCS*
Brianna Beatty	*Instructional Designer/eLearning Designer*
Everly Davee	*First Year Teacher at Gorely Middle School (Pilot School)*

Course Information

Course Purpose	*A training course to help new teachers effectively communicate with parents*
Target Audience	*New Teachers, Student Teachers, and Long-Term Subs*
Business Goals	● *Increase parent involvement by 20%* ● *Decrease behavior referrals and suspensions by 50%*
Learning Objectives	*After completing this course, learners will be able to…* ● *Know the protocols and procedures of contacting parents* ● *How to handle tense phone calls with parents*

Course Development Milestones

Project Kickoff	*4.05.2022*
Storyboard 1st Draft	*4.12.2022*
Storyboard Final Draft	*5.3.2022*
Prototype 1st Draft	*5.10.2022*
Final Course Draft	*6.28.2022*
Same Page Meeting (Class Starts Soon)	*8.02.2022*
LMS Publish	*8.9.2022*
Course Launch	*8.16.2022*