

eLearning Project Plan

Project Information

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

Roles & Responsibilities

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

Course Information

Course Purpose	<i>A training course to help new teachers effectively communicate with parents</i>
Target Audience	<i>New Teachers, Student Teachers, and Long-Term Subs</i>
Business Goals	<ul style="list-style-type: none">● <i>Increase parent involvement by 20%</i>● <i>Decrease behavior referrals and suspensions by 50%</i>
Learning Objectives	<i>After completing this course, learners will be able to...</i> <ul style="list-style-type: none">● <i>Know the protocols and procedures of contacting parents</i>● <i>How to handle tense phone calls with parents</i>

Course Development Milestones

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