



PROJECT BRIEF: MASTERING THE ART OF RECYCLING

Project Summary	June 2, 2023-June 30, 2023 Kennari, LLC This course will introduce to all employees the new organic waste recycling procedures and review other recyclable materials for Kennari, LLC. Included in the training will be examples of what is organic recycling that goes in the green bin and reviewing the new gray and blue bin recycling procedures.
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Project Details

Objectives	Terminal Objective: By the end of this lesson the learner will be able to: differentiate the different cycling materials required by Midtown, USA city code to increase Kennari, LLC's recycling by 50% and to eliminate future fines. Learning Objective 1: Evaluate organic recycling materials to place in the organic recycling container located in the breakroom. Learning Objective 2: Select paper/cardboard, glass, aluminum, and plastic and place them in the correct bin.
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Audience	The target audience is the current employees of Kennari, LLC. These include long and short-term employees who work anywhere within the company, including floor personnel, cutters, and office employees. After current employees are trained all employees will take the virtual training as part of the onboarding process.
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Roles & Responsibilities	Instructional Designer/eLearning Developer: Liz Peterson will complete the outline, scripting, storyboard, and building of the course. No audio. Subject Matter Experts: Oly Dawlish and Lily Waters will work with Liz to identify need-to-know course content. Business Owner/Stakeholder: Maren Andersen, CEO and Helen Cejka will review the course development and provide final sign-off.
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Deliverables	☐ Outline ☐ Script ☐ Instructional Design Document ☐ ILT course covering the recycling regulations ☐ Participant Guide ☐ Facilitator Guide ☐ Infographic/Cheat Sheet ☐ Survey
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Implementation	The course will be a Instructor-led training and will be delivered September 11-22, 2023. The VP of HR and lead instructional designer will work with the Graphics Design/UX team to put together a communication plan for the roll out of the course. Each department head will ensure that all department employees will complete the training by September 22.
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Visual Assets	• Illustrations • Infographics • Cheat Sheets for participants and locations near bins
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Measurement	100% of all employees will finish the training by September 22. The amount of recycling will increase by at least 50% for blue bin materials. No new violation fines will incur against Kennari, LLC for fiscal year 23-24.
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Deadlines	Outline: July 1 Script: July 18 Revisions if needed: July 25 1st Sprint review: August 4 2nd Sprint review: August 18 Further reviews: August 31 Course delivered: September 11
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