

Title of Project: Effective Workflow for Company C

Target Audience: New hires in the Instructional Design division

This video series will serve as a guide to the expected workflow practices at Company C to ensure that new hires are quickly acclimated to the team and are able to quickly share and receive project files.

Objectives: (for this video only)

After completing this video the learner will be able to:

- Create a folder system for housing projects in their corporate Google drive
- Utilize Company C naming nomenclature for documents
- Quickly search and find project documents in their corporate Google drive

Directions for Reviewer(s):

- This video would be part of a series on corporate workflow expectations for Company C.
- The video title and its location in the course are listed in the black box at the top of the video. Please read over the audio script and text on screen to check for accuracy, realistic situations and dialogue, and completeness. These videos will be inside the course and their locations are listed on the storyboard (another document).
- Track Changes is on. Please make any simple corrections within the script or the text on screen columns.
- Use the “Comments” feature to ask questions or make comments on larger issues within the script or on-screen text.
- In the left column is the audio script. This will have a conversational tone. If it doesn’t sound correct, try reading it out loud to see if it does. If not, make changes as needed. The numbers in the script are for the video maker to know where to place the images and graphics and will not be read aloud.
- In the middle column is the Text on the screen. *Grammatical and spelling errors matter here-* please correct any mistakes you find in this column. Notes in () indicate the design element containing the text.
- The last column contains the images, graphics, and animations that will occur. The numbers indicate where in the audio narration the image or animation will appear.

Workflow Video: Organizing Your Google Drive: Creating and Naming Folders		LOCATION: Workflow: Google Drive
Audio Script:	Text on Screen:	Images/ Animations/Graphics
[1] Welcome to Workflow for Company C. [2] In this video you will learn how to keep your [3] Google Drive organized and the [4] file naming nomenclature for Company C. [5] Collaborating is a vital component of working in Company C's instructional design department, but sometimes [6] it's easy to get overwhelmed, especially when you have multiple projects going on simultaneously. [7] At Company C we've created an organizational system for our projects so that you can quickly find what you need. [8] The first step in keeping your Google Drive in order is creating master folders for your projects.[9]To create a folder select the plus sign that says "new" in the upper left corner of your drive. Select "folder" from the menu. While it might seem logical to name the folder using a title, remember Google alphabetizes your files which may cause difficulty when searching. [10] [11] Here at Company C we've developed a numeric system to help keep our shared projects organized. Google automatically places numbered folders first in your drive so your shared projects remain at the top. [12] In addition you can change your folder colors. [13] A green folder indicates current projects and a red folder indicates completed projects. Once a project is completed, re-name the folder by adding a letter z to the beginning of the number. This will move your folder to the end of your drive. [14] Once you've created a master folder, it's time to create your sub folders. [15] It's important to categorize your sub folders and add the project name for easy locating.[16] To create a sub folder, select the master folder to house the sub folder, then follow the steps to create a new folder.[17] All projects should have the following folders: Design Document, Storyboard, Graphic/Images, Audio and Video [18]	Text fades before the appearance of the next unless otherwise noted. [8] Create a folder(in callout with arrow pointing to cursor) [9] Project Title (Arrow pointing to folder) [10] 1: Effective Corporate Workflow for Company C (Callout pointing to folder) [13] Z1 (Arrow pointing to red folder with letter z1 indicating position at the end of the drive) [23] Company C corporate logo	[1] Introduction animation with corporate logo, title of course(fade) and music underscore-continues through video [2] Video of employees collaborating at a workstation with computers [3] Zoom in on Google drive image [4] Zoom in on file folders and documents [5] Video of employees collaborating at a workstation with computers zoomed in [6] Video of overwhelmed workers at computer or desk [7] Lower third Company C logo over video of employee finding file. [8] Screencast video of Google drive with instructions on how to[9] create and name a folder zoom in on elements with VO [10] Confused worker at computer thinking [11] Screencast zoom in on how to number folders and spotlight folder location at top with VO [12] Screencast demonstrating changing a folder color zoom in [13] Image of Company C's color coding system Green Folder=current project with animated green arrow, Red Folder=completed project with animated red arrow [13] Screencast demonstrating re-naming a folder with letter z and showing it move to end of drive zoom in on location of folder after renaming [14] Fade to image of sub folders zoomed in

Make sure you add the project name to each of the sub folders. Once you have your folders set up using the company nomenclature, [19]it is easy to search and find what you need. [20] Remember an efficient system for storing key project files will save you [21] time and the company money and it will make for [22] more productive collaborations with your instructional design team. [23]		[15] Screencast video showing the creation and naming of a sub folder zoon in and spotlight [16] Screencast creating sub folder zoomed in and elements spotlighted [17] Image with required folder categories Design Document Storyboard Graphics/Images Audio Video Folder titles are highlighted with VO [18] Image with folders and project names displayed [19] Screencast demonstrating finding the storyboard for this video [20] Video of puzzle pieces with words ending with “work smarter” [21] Video of time and money [22] Video of team hands in celebrating success [23] Corporate logo (fade)
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