

Task	Resource	Due Date	FMLA	LOA	EEOC	Sexual Harassment
Project Plan						
Draft project plan and determine if multiple phases	Ingrid	5/19/06				
Analysis						
Identify existing content	Kathleen	5/19/06				
Identify policy and procedure	Kathleen	5/26/06				
Gap analysis	Kathleen, Ingrid	5/26/06				
Determine audience	Kathleen	5/26/06				
Design						
Update any existing presentation with Rotech's template	Ingrid	6/2/06				
Development						
Content						
Develop content	Ingrid	6/9/06				
Incorporate existing content	Ingrid	6/9/06				
Add policy to content	Ingrid	6/9/06				
Create scenarios	Kathleen	5/26/06				
Add scenarios to content	Ingrid	6/9/06				
Insert customized images	Ingrid	6/16/06				
Insert digitized videos (minimal use)	Ingrid	6/16/06				
Audios						
Customize scripts (PPT Notes)	Ingrid	6/16/06				
Create audios	Ingrid	6/16/06				
Assessments						
Create quiz questions and correct responses	Kathleen, Ingrid	6/16/06				
Insert assessment questions into PowerPoint using Quiz Manager	Ingrid	6/16/06				
Review						
SME to review	Kathleen	6/21/06				
Make revisions from SME's recommendations	Ingrid	6/23/06				
QA review (Compliance)	Compliance	6/30/06				
Make QA recommendations (edits)	Ingrid	7/5/06				
Implementation						
Publish to Breeze Server – content and training wrapper; remove Outline and Thumbnails?	Ingrid	7/5/06				
Pilot	Kathleen, Ingrid	TBD				
Announce launch						
Create MOTW	Kathleen	TBD				
Send MOTW to Vonelle for posting	Kathleen	TBD				
Evaluation						
Obtain metrics	Kathleen, Ingrid	TBD				
Determine who has taken course (6 months after launch)	Ingrid	TBD				
Determine metrics (6 months after launch)	Kathleen, Ingrid	TBD				
Analyze impact of training	Kathleen, Ingrid	TBD				
Report findings	Kathleen, Ingrid	TBD				
Phase 2						