

TENTATIVE ELEARNING PROJECT PLAN

(Kick-off meeting)

PROJECT INFORMATION

Project Title	Metadact Rollout
Project Description	Create collateral, including application marketing tools, for transition from cLeanDocs to Metadact.

ROLES & RESPONSIBILITIES

eLearning Designer Lead	Miki Kim
Engineers	SME
User Experience	SME
QA	Testing
Focus Group	Select users for application preview
LMS Administrators	<ul style="list-style-type: none">• Upload videos and other collateral• Create classes for general enrollment
Training Dept.	<ul style="list-style-type: none">• Review material and provide feedback• Train pre-rollout, post-rollout and applicable microlearning

PROJECT DELIVERABLES

Target Audience	Timekeepers and Staff
Learning Objectives	<ul style="list-style-type: none">• Stress the seamless transition from cLeanDocs to Metadact• Highlight the Metadact enhancements - life beyond cLeanDocs• Create eLearning materials cognizant of learning styles, neurodiversity, time zones• Develop training scenarios
Description of Deliverables	<ul style="list-style-type: none">• Under three-minute marketing video• Metadact Overview Video (non-interactive and interactive)• Metadact Train-the-Trainer curriculum and other class collateral• Metadact Desktop Application Video (non-interactive and interactive)• Guide• KB articles• Just in time tips for follow-ups and IT emails

PROJECT DELIVERABLES

- Microlearning videos and training sessions
 - Attachment Manager
 - Reports
 - Litera ribbon

IMPLEMENTATION & RISKS

Project Constraints

- Availability of SMEs
- Availability of Focus Group and Pilot
- Software customization updates
- Software setting updates
- Learning collateral updates

Measurement of Success

- Review number of SNOW tickets

Implementation

Preview

Pilot ► Evaluation

Email + marketing video (LMS)

Add KB articles

Support Team Training

Rollout classes + video (LMS)

Rollout + post rollout email with tips + microlearning videos/classes

Post rollout next level classes (e.g., Metadact Desktop)

EVALUATION | TRACKING | MEASUREMENT

Pilot Evaluation

Early Adopters

Post Rollout Evaluation

Attorneys/Staff

Postmortem Evaluation

Project Team