	Experiences	Skills
First 30 days	**Onboarding** ● Orient self and set up accounts for team-used software (Office 365, Google Docs, Trello, OneDrive, Wordpress, Caption Sync, Course Eval, Virtual communication tools etc.) and other tools ● Regular meetings with mentor/supervisor **Course Development** ● Update a course with guidance ● QA a course with guidance ● Copy a course with guidance ● Evaluating a course for accessibility ● Shadow SPHP course copy (if timing right) ● Shadow SPHP course edits from edit log (if timing right) ● Shadow uploading video to appropriate program YouTube channel and submit for captioning ● Shadow reviewing caption transcript files, edit as needed, attach to video, add transcript file to the course ● Shadow linking and/or embedding video in course **Project Management** ● Review the course development process, roles, responsibilities, and project management tools used	**Course Development** ● Evaluate accessibility of courses using a tool (WCAG 2.0, QM Rubric, Tota11y) ● Ability to update, QA and copy a course ● Ability to locate and navigate SPHP courses and edit log (if timing right) ● Test course functionality and setup ● Make edits with guidance for assigned "Update" courses **Project Management** ● Use team software for communication, project management, and organization/storage

	● Sit in on visioning and or check-in meeting with a SME	
First 60 days	**Course Development** ● Refresh a course with guidance ● Update a course without guidance ● QA a course ● Course review (mock walkthrough) of a course they've worked on with another ID ● SPHP course copy with guidance (if timing right) ● SPHP course edits from edit log, with guidance (if timing right) ● With guidance, upload video to appropriate program YouTube channel and submit for captioning ● Review caption transcript files, edit as needed, attach to video, add transcript file to the course ● Link and/or embed video in course **Project Management** ● Lead course development meetings with SME with guidance/co-developer	**Course Development** ● Co-create a course development timeline ● Evaluate an existing course using a tool (e.g. QM rubric) ● Can effectively communicate about course features and changes ● Provide feedback on course outline, course objectives ● Review course for alignment ● Make course edits from edit log for assigned courses ● SPHP course copy (if timing right) ● SPHP course edits from edit log (if timing right) ● Upload video to appropriate program YouTube channel and submit for captioning ● Ensure videos are properly captioned in courses ● Link and/or embed video in course **Project Management** ● Effectively communicate project scope and timeline with stakeholders (with guidance/co-developer)
First 90 days	**Course Development** ● Refresh/Update a course without guidance ● Collaborate with another ID on course redesign/new build ● Attend program meetings ● As needed, be the assigned ID for copying and maintaining an SPHP	**Course Development** ● Create a course development timeline ● In an LMS, be able to add and modify elements of course (assignments, discussions, rubrics, grade book, etc.) ● In an LMS, be able to manage courses (edit requests, permissions, users, bulk operations, user access to items)

	course ● Basic video editing as needed with UNE branding (standard banner etc) **Project Management** Participate in special projects of the IDS team	● Manage syllabi ● Manage media (Captioning, embedding media, video editing, etc) ● Apply accessibility requirements to all course materials ● Awareness of program differences (practices, accreditation, key people, where to find key information, etc.) ● Copy and maintain an assigned SPHP course **Project management** ● Lead a project (with SMEs and other stakeholders) ● Communicate effectively within the ID team ● Schedule and participate in meetings with Program Directors and SMEs as needed