

PROJECT STEPS AND SUBJECT MATTER EXPERT (SME) ROLES

The web-based training (WBT) development team relies on SMEs to assist in the reviews of the WBTs during the development process. We appreciate the time, dedication, and knowledge-sharing we get from the SMEs during the reviews and project steps. Our goal is to prepare SMEs for this process and to outline how web-based training development and reviews are conducted.

Assigned SMEs will be asked to participate in four review stages for each WBT project. The first two steps are the review of the detail-level design plan (DDP) and prototype. The final two steps will involve the review of the content in the WBT format.

1 DETAIL-LEVEL DESIGN PLAN (DDP)

Estimated Time Commitment

2 to 4 hours (includes meetings and document reviews)

Description

Providing quality, targeted, technical training is a part of TC3's mission to ensure that our nation continues to have a highly skilled transportation workforce. TC3's training gives our frontline workers the confidence and skills they need to do their jobs effectively.

- Course goal(s)
- Course learning outcomes (terminal learning objectives)
- Module titles
- Module objectives
- Content mapped to each objective (in bulleted or outline format)
- Module knowledge checks and/or other checkpoints
- Suggested graphical treatment of content
- Suggested use of audio, video, animations, or other multi-media
- Suggested related learning approaches
- Description of other independent learning activities that may accompany the course content
- Course duration, by module

2 PROTOTYPE/TEMPLATE DESIGN (OPTIONAL)

Estimated Time Commitment

1 to 2 hours (includes meeting and online review)

Description

The prototype will be the development of a single lesson from the approved course content.

- The project team will develop the module prototype in accordance with TC3 training standards, the TC3 Style Guide, and following TC3's approach for addressing requirements for Section 508.
- The training prototype will consist of approximately 20 slides per hour of instruction.
- The project team will use their expertise in graphic design, multi-media, animation, and other disciplines to create engaging and interactive training prototype with real project content.

3 INITIAL TRAINING REVIEW

Estimated Time Commitment

Two times the length of the training (For example, 2-hour training can take up to 4 hours for review and capturing comments/feedback.)

Description

The first review will take about twice the length of the course (so, if the course is an hour, the first review will likely take 2 hours). In that review, SMEs thoroughly review the course and complete the review form. This form allows SMEs to properly identify and describe the needed update. The following are some items that should be considered during the initial review:

- Review each module/lesson's content for accuracy.
- Review each module/lesson's functionality and interactions for accuracy.
- Review for correct terminology.
- Calculate mathematical problems for accuracy, if any.
- Work through questions (knowledge checks) and check answers for accuracy.
- Submit review comments to the project manager. The project manager combines all comments from all SMEs into one unified document and submits to the developer.

4 FINAL TRAINING REVIEW

Estimated Time Commitment

Two times the length of the training (For example, a 2-hour hour training can take up to 4 hours for review and capturing comments/feedback.)

Description

We will send SMEs the compiled errata sheet and, in the second review, ask that they use the errata form to ensure that their updates were correctly implemented. The time this review takes will vary depending on how many changes were submitted.

- **Review each module/lesson's content for accuracy.**
- **Review each module/lesson's functionality and interactions for accuracy.**
- **Check narration for pronunciations.**
- **Submit review comments to the project manager. The project manager combines all comments from all SMEs into existing document and submits to the developer.**