



Phase 2: Implementation Training

## **PROJECT PLAN**

# OVERVIEW



## Business Goal

Train site CM staff on the “How to” implementation of a new CM Program.

## Training Title

Phase 2: Implementation  
Training (Hybrid)

## Audience

Contracted King County substance abuse treatment sites, CM staff.

## Objectives

1. Define CM Program implementation elements
2. Prepare site CM Policy & Procedures
3. Organize site logistics
4. Demonstrate CM visit techniques

## Project Sponsor

King County

# DELIVERABLES

## E-Learning Designers

Design and develop Articulate Storyline 360 and Rise courses:

1. Policy & Procedure
2. Introducing CM
3. REDCap Reward Tracker
4. Readiness Benchmark
5. Implementation Tools

Live Training:

1. Intro to eLearning  
Implementation Courses

## SMEs/Stakeholders

1. Live Training:
  - a. Your CM Protocol
  - b. Reward Selection
  - c. Site workflow
  - d. Enrollment
  - e. Responding to positive UDT's

## Possible Constraints

1. Time
2. Development tools
  - a. Acquiring
  - b. Cost
  - c. Learning
3. Streamlining content continuation in hybrid format



# TEAM

## Subject Matter Experts

**Name:** Michelle Peavy  
**Role:** Training Director

**Name:** Sara Parent  
**Role:** Scholarly Assistant Professor

**Name:** Lisa Thomas  
**Role:** Scholarly Associate Professor

**Name:** Kait Hirchak  
**Role:** Assistant Professor

## Project Stakeholders

**Name:** Robyn Smith  
**Role:** SUD Specialist  
Dept. Community  
Human Services  
Behavioral Health  
Recovery Division –  
King County

Name  
Email  
Role

## E-Learning Designers

**Name:** Debbie Vogel  
**Role:** Learning Design Consultant



# TIMELINE

	E-Learning Designers	Project Reviewers
Storyboard	1 <sup>st</sup> draft by 2/20/25 2 <sup>nd</sup> draft by 2/26/25 Final draft by 3/30/25	Submit feedback by 2/24/25 Submit feedback by 3/1/25
Prototype	1 <sup>st</sup> draft by 3/20/25]	Submit feedback by 3/25/25
Development	1 <sup>st</sup> draft by 4/1/25 2 <sup>nd</sup> 2nd draft by 4/15/25 Final draft by 4/18/25	Submit feedback by 4/5/25 Submit feedback by 4/17/25 Approve by 4/20/25
Testing/QA	Test course by 4/17/25 Make final edits by 4/20/25	Test course by 4/18/25
Delivery	Send Final 4/19/2025  Continued content/course maintenance (revisions, platform operations, learner access and communication	Upload to LMS by 4/21/2025  4/21- 6/1/2025

# IMPACT

## Success Measures

1. Implementation Tools developed, revised, and added to LMS
2. eLearning courses developed and added to LMS
3. Live training timeline and activities planned and delivery
4. After initial rollout, continue to monitor learner progress and revise content/course in LMS as needed.

## Notes

- Should there be a culturally responsive element in the Live and/or eLearning content?
- Is the Post Assessment based on content learned or site program readiness?

## Communication Plan:

Sponsor updates: Monthly meetings and email

Project members communication:  
Weekly stand-up meetings, email, Asana

Source: This document for timeline, table in Word for content descriptions, and Asana for tracking individual task timeline and completion.

