

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:

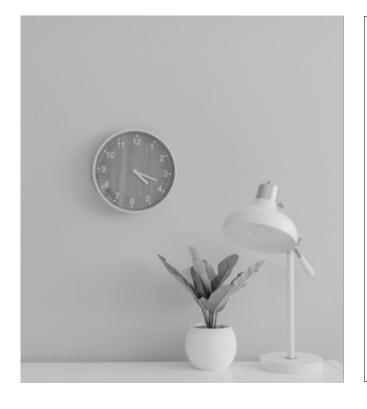
- 1. Policy & Procedure
- 2. Introducing CM
- 3. REDCap Reward Tracker
- 4. Readiness Benchmark
- 5. Implementation Tools

Live Training:

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. <u>Time</u>
- 2. Development tools
 - a. Acquiring
 - b. Cost
 - c. Learning
- 3. Streamlining content continuation in hybrid format

TEAM

Subject Matter Experts

Project Stakeholders

E-Learning Designers

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

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

Name Email Role Name: Debbie Vogel

Role: Learning Design Consultant



TIMELINE

	E-Learning Designers	Project Reviewers
Storyboard	1 st draft by 2/20/25 2 nd 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 st draft by 3/20/25]	Submit feedback by 3/25/25
Development	1 st draft by 4/1/25 2 nd 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.

