



Alsatian Development, LLC

Project Brief

Project Information

Project Name	Reportable Event Training & CHOICES Time Keeping
Client / Sponsor	A Home Health Care Agency
Prepared By	Susan Manos
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Project Overview

Project Summary	This project consists of two different requests: 1. Reportable event training that is easily consumed and meets the need for required training within 30 days of hire. 2. Correct inconsistently documented caregiver timekeeping for TennCare CHOICES clients.
Target Audience	The target audience for this project consists of the Home Health Care Agency's Caregivers who have limited to no access to personal desktop or laptop computers. Typically, the caregivers have a high school diploma or GED and work 20-40 hours per week in client homes.
Performance Goal(s)	1. Complete the required Reportable event training within 30 days of being hired by the Agency. 2. Clock in and out of the TennCare CHOICES system at the start and end of each visit to a CHOICES client.

Roles & Responsibilities

Role	Name / Team	Responsibility
Project Lead	Al Dev	Leads the instructional design and development activities for the project. Also responsible for project management.

Client Stakeholder	Home Care Agency	Acts as subject matter expert, responsible for reviews and feedback throughout the development process as well as final project approval.
Design / Development Team	AI Dev	Creates storyboards and develops all learning assets as defined within the project. Delivers final source files to the client.

Project Risks and Constraints

Project constraints include:

- Highly distributed workforce – in client homes
- Limited real-time oversight, oversight is handled centrally, with no dedicated field supervisors
- The agency does NOT have its own learning management system for storage, tracking and delivery of required training. It leverages other systems when available or relies on hard-copy delivery and/or face-to-face instructor led training directly to caregivers.

Project Deliverables

Reportable Event Training

- Articulate Rise course
- Training Verification Form (Google Forms)

EWV CHOICES Timekeeping

- Step by step instructions – Lanyard Card created in Canva

Project Milestones

Reportable Event Training

Milestone	Target Date	Notes
Project Kick Off	TBD	Includes all relevant stakeholders, subject matter experts, and AIDev employees.
Look & Feel	+ 1 week	Delivery of sample user interface for approval of layout, fonts, color choices, etc.
Storyboard	+ 2 weeks	There will be 2 review cycles of the Storyboard, Alpha and Beta. The Alpha is meant to allow the stakeholders and SMEs to make any desired changes, the Beta is meant to ensure all changes requested during the Alpha review have been made and to approve the storyboard for development.
Storyboard – Alpha Review	+ 1 week	Stakeholder & SME review and feedback for any changes.
Storyboard – Beta Review	+ 1 week	Confirmation Alpha changes are made and approval of Storyboard.
Development – Alpha Review	+ 3 weeks	Stakeholder & SME review and feedback for any final changes.
Development - Beta Review	+ 2 weeks	Confirmation requested changes have been made and final approval.
Final Approval	+ 2 weeks	Final changes incorporated, final course development complete.
Final delivery of course	As above	HTML file delivered to client. (Source files to be delivered once final payment has been received.)

EVV CHOICES Timekeeping

Milestone	Target Date	Notes
Development – Alpha Review	TBD	Preliminary lanyard card is designed and delivered for stakeholder & SME review and feedback.
Development – Beta Review	+ 1 week	Confirmation that Alpha changes have been made. Approval to proceed with final development.
Final Delivery	+ 1 week	Final changes incorporated, finished wallet card (PDF) delivered to client. (Source files to be delivered once final payment has been received.)