**Benchmarks of Success for Maryland’s Workforce System**

Professional Development and Technical Assistance Committee

1:00 – 2:00 PM, October 20, 2020

Conference Call

Call-in: 1 803-618-1070 PIN: 361 872 440‬#

Google Hangout: meet.google.com/gyr-ynhh-pyq

**Agenda**

1. Welcome
2. Development process

* Collab doc
  + **Everyone has access to the collaboration document.**
  + **No questions about the document or how it’s being used.**
* PPT – 1 wk
  + **Not where the final document will be created. Used as a draft/storyboard.**
  + **Goal is to have it completed this week and out to the committee for review.**
* Captivate – 2 wks
  + **Where the e-learning will be built. Longer process than powerpoint.**
  + **Module 1 is complete and is being reviewed for accessibility.**
  + **Module 2 in the process of being completed.**
* Accessibility review – 1 to 3 wks depending on what needs to be conveyed.
  + **Most of the Alignment group have offered approval, just waiting on a few others.**
* Upload and assign for distribution

**Timeframe from start to finish is about 6 weeks.**

1. Module 1 update

* Approvals received / needed Follow up from PDTA members to Alignment counterpart if necessary
* Captivate update

1. Module 2 update
   * Collab doc update – still needs input. **Input given will be incorporated in the build.**
   * PPT creation update – in process. **If there is anyone able to help with the PowerPoint process, it would be extremely helpful. Email John if you can assist. Rosie will assist with adding information as long as it doesn’t involve design.**
2. Module 3 update. **At least 30 days out. Possible end of November before it’s complete and submitted for review.**

* Collab doc update – still needs input
* PPT creation update – have not started
* Initial plan was to submit both 2 and 3 simultaneously but may need to keep the same cadence at the moment.

1. Help needs

* PPT creation
* Collab doc review / organization **Looking for volunteers to help review the script. Jeana will help.**

1. Closing

* Dismiss