

## Development Team

Member	Duties
Project Manager (Unit Educator)	Works to oversee project through determining project scope, organizing the project, gathering information, determining instructional content and strategies, supervising the creation of draft materials, testing draft materials, verifying revisions, coordinating with various departments involved, monitoring quality and requirements, creating evaluation procedures, identifying milestones to bring project in on time, under budget and with a quality product. Also serves as subject matter expert.
Coastal Heart Educator	Serves as subject matter expert in terms of testing materials required and hospital procedure.
Instructional Designer	Works with project manager, Information systems, multimedia developer and subject matter experts to create on-line testing and job aide, after determining departmental needs.
Instructional Design Assistant 1	Works to support Instructional Designer
Instructional Design Assistant 2	Works to support Instructional Designer
Multimedia Developer	Works with instructional designer to create on-line testing and job aide.
Graphics Designer	Works with instructional designer to create on-line testing and job aide.
Information Systems VP	Approves personnel involved in the project, time allocated and smooth completion.
Coastal Heart VP	Approves personnel involved, time allocated and required approval of milestones
Administrative Assistant	Works with project manager to coordinate daily duties. Also serves as site manager as required by information systems.
Pulmonary Rehabilitation personnel	Works with project manager in evaluation of products