Learning Center On-Demand Course Creation	
Project Plan Updated	06/15/21
Target Completion Date:	11/30/21
Owner:	Jo Ann Del Gatto
Support Personnel	- E&C Team - Information Technology Team - Digital Communications Team
Scope:	This project will result in the design and creation of new, CDI-compliant On-Demand courses (CE & non-CE) to the SLA Learning Center during the 2021 fiscal year. New courses may be created by either: - Converting existing SLA training PowerPoint presentations into video and adding voice-over and graphics/animation, - Producing video from live seminars and converting to an On-Demand format by creating sections and adding graphics/animations, or - Producing video from live webinars and converting to an On-Demand format by creating sections and adding graphics/animations. - LMS enhancements including on-demand course re-take features, on-demand course completion and progress enhancements; enhanced in-course navigation. Each new course will be tested by the SLA for compliance before being submitted to the CDI for approval. Once approved, the course will be added to the SLA Learning Center, and the SLA will notify the membership of the new course offering(s).
Vendor (Y/N):	Y Current vendor: Kikoda LLC.
Budget:	$74,000 (add'l $14,000)
Budget Line Item(s) Where Funding Exists:	1400 – Fixed Assets
Benchmark:	The main benchmark for this project is to provide new, additional on-demand course content on the SLA Learning Center. Since launching in early-2019, the system has gained wide usage among the licensed broker community in CA. In order to maintain relevance and usefulness for members, new courses must be developed on a consistent cadence covering matters pertinent to current industry issues. Courses will also be submitted for CE credits in other states thereby providing a value-added service for non-resident licensees.
Review Dates:	The number of new on-demand courses is dependent on many factors, including if they are original vs. re-used content (PowerPoint), or staged vs. live recordings (CE seminars/webinars). Target for the 2021 fiscal year is to publish five (5) new courses that are eligible for CE credit or provide a needed service for compliance with CDI regulation. Progress will be reviewed quarterly to ensure that plan is on-track to deliver approximately 1 course every 60-75 days.

Benchmark		Dependency	Status	Start	Finish

Planning and scoping for 2021 On-Demand courses	Internal Staff and Vendor	Not Started	12/01/20	01/14/21
Comments:				

Benchmark	Dependency	Status	Start	Finish
Course 1	Internal Staff and Vendor	Not Started	01/15/21	03/14/21
Comments:				

Benchmark	Dependency	Status	Start	Finish
Course 2	Internal Staff and Vendor	Not Started	03/15/2021	05/14/2021
Comments:				

Benchmark	Dependency	Status	Start	Finish
Course 3	Internal Staff and Vendor	Not Started	05/15/21	07/14/21
Comments:				

Benchmark	Dependency	Status	Start	Finish
Course 4	Internal Staff and Vendor	Not Started	07/15/21	09/14/21
Comments:				

Benchmark	Dependency	Status	Start	Finish
Course 5	Internal Staff and Vendor	Not Started	09/15/21	11/14/21
Comments:				

Accounting:	Date Paid	Funds Paid To	Amount Paid
Total Paid on this Project:			
General Comments:			