

# REQUEST ROADMAP

## WorkWise Design

1

### CLIENT MAKES A REQUEST

- Everything starts with you putting a request into our Trello project board
- You can put in multiple requests at once, if wanted; we work on the one in the Active Request card.

2

### WORKWISE DETERMINES STEPS

- We will divide your request into a series of steps that will keep everyone organized and allow us to keep a prompt turnaround time.

3

### CLIENT SUBMITS KEY INFORMATION

- Providing specific documents or answering key questions allow us to design just right for you.
- We will work with your branding and style guidelines to tailor your content.

4

### WORKWISE WRITES LEARNING GOALS

- All good instructional design starts with clear learning goals. We will define all learning outcomes and objectives up front.

5

### WORKWISE DIVIDES CONTENT

- Whether you request a workshop, course, or presentation, we will divide the content in a way to support learning.

6

### WORKWISE DESIGNS CONTENT

- Content refers to many items: learning activities, assessments, job aids, participant handouts, etc.

7

### CLIENT SUBMITS THE NEXT REQUEST

- And the cycle continues in this rhythm.

\* THE CLIENT APPROVES AT EACH STEP BEFORE WE PROCEED TO THE NEXT STEP