

planning



WHY –

1

Now that you’ve committed to creating an online orientation for your students, you’ll definitely want to maximize the return on the time and energy you’re about to invest. Start by outlining the big picture outcomes you want from this project.

If you identify clear goals and objectives at the outset, they will help guide all the decisions that must be made as you progress. Use our **OBJECTIVES** worksheet to help you get started.

2

In addition to defining what you want your online orientation to accomplish, it also helps if you list what you *don’t* want this to become (e.g. too detailed, too difficult or too time-consuming for students to complete successfully.)

WHO –

1

Choose a leader – someone on campus should “own” this project, and should be the primary point of contact for Comevo’s Customer Care and Content Production staff.

2

Identify partners – though your school’s orientation staff may be in charge of this project, there may be other campus departments and resources you’ll want involved. See our **STAKEHOLDERS LIST** to help you get started.

WHAT –

1

Outline - This is where your expertise and experience with orientation really comes into play: what are the key components to a successful orientation, and what campus resources should be included in this online program? Most of all, what do students *need* to know to help them adapt and thrive on your campus. See our **OUTLINE** document to help you get started.

WHAT – (continued)

2

How will you provide information to students in this online program? You have options, and to make your presentation as engaging and effective as possible, we encourage you to diversify the way you deliver your messages. Use:

- Written copy
- Photos
- Videos
- Graphics (charts, maps, etc.)
- Links to external documents & sources

WHEN –

When we build the **GO LIVE TIMELINE** that helps guide the production of your online orientation program, we start at the end.

Once we know your desired Go Live date, we will create schedules and assignments backwards to ensure that everyone involved has the time and resources to complete their respective tasks.

HOW –

As comprehensive as your online orientation program may eventually be, creating it does not need to be a daunting task. It is simply a project that requires a well-conceived process and the right people.

Identify:

- **what** you want to create
- **who** will be involved
- **what** each person's responsibilities are
- **when** tasks must be completed, and
- **how** you will know you've succeeded

FINALLY –

If there is **anything** we can do to help, please ask!