UW Medicine
LEARNING GATEWAY

UW Medicine Learning Gateway Project Intake

This document contains:

1. UW Medicine Learning Gateway Project Intake Form
2. Learning Gateway Project Workflow

In order to consider a new project regarding:

a. online training delivered on the UW Medicine LMS (Learning Management System)

OR

b. ILT (Instructor-Led Training) tracking in the UW Medicine LMS

OR

c. online training delivered on a different platform or device,

the Learning Gateway group requests that the following details be provided as part of our standard project intake:

UW Medicine Learning Gateway Project Intake Form

1. Mandate

Who mandates training? Larger training initiative?	
Who are the executive sponsors?	
List all stakeholders.	
How is this training enforced?	
What is the timeframe for training completion?	
If recurring, what is the frequency of training?	

2. Tracking of elearning:

A. based on simple completion of the material (no scored quiz)	☐
B. based on assessments (in this case we recommend 80% as a passing score)?	☐

3. Audience

Number of learners. Job titles, other relevant info	
We assume learners are in the UW Payroll system. *If not, additional forms will be sent*. What are their job codes? What are their home departments (main cost centers/home dpt)	

4. Roster Management

Who manages the registration/enrollment of learners in the LMS?	
For ILT training: - who captures attendance on the site? - who marks completion in the LMS (assigned training instructors or admin specialists?)	

5. Reports

Who will review/monitor the reports (list all)?	
Who will enforce completion? (communicate with and refer learners back to the learning activities if not completed)	
How often are reports expected (frequency)?	

6. Other details

Additional details may be requested, based on the information provided above.

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Learning Gateway Project Workflow

Task	Assigned	DUE
1. Complete intake form and submit to eLearning Director (Simona Lazar, slazar@uw.edu)	Project requestor	
2. Internal evaluation of project request	LG eLearning Director	
3. Further questions sent back to the project team/sponsor based on information on the intake form	LG eLearning Director	
4. Evaluation and approval by UW Medicine E&T Committee (if applicable)	UW Medicine E&T Committee convened in a monthly meeting	
5. Evaluation and approval by LG Committee	LG Committee convened in a monthly meeting	
6. Evaluation and approval by GMEC (GME Committee) (if applicable)	GME Committee convened in a monthly meeting	
7. Project Charter is drafted.	eLearning Director or assigned project manager	
8. Project Charter is approved.	assigned project manager and executive stakeholders	
9. Project Plan with details (tasks, assignments, milestones) is drafted	eLearning Director or assigned project manager	
10. Project kick-off/commitment meeting with the content authors and the rest of the project team (confirm commitments, responsibilities, establish communication plan, confirm milestones)	eLearning Director or assigned project manager	
11. Project manager tracks progress through periodic status reports in formal meetings or via email	Project manager	
12. Project manager revises timeline based on modified availability of the content authors, other team members, and critical path.	Project manager	