

## JOB DESCRIPTION – COURSE DEVELOPER

The University of Washington (UW) is proud to be one of the nation's premier educational and research institutions. Our people are the most important asset in our pursuit of achieving excellence in education, research, and community service.

UW Continuum College (UWC<sup>2</sup>) expands the reach of the University of Washington with programs like UW Professional & Continuing Education, International & English Language Programs, Summer Youth and the Osher Lifelong Learning Institute. We're focused on removing obstacles to relevant educational opportunities by addressing geographic, financial, length of commitment, and time constraints, increasing access to education for more people. By looking ahead and experimenting with new approaches, we're creating new educational opportunities to help people thrive in a world of change.

UWC<sup>2</sup> has an outstanding opportunity for two **Course Developers** who will provide subject matter expertise and create/revise content for the first course in the non-credit Project Management Certificate: Project Management Fundamentals, Strategy, and Planning. The Course Developers work with an instructional designer, project manager, and video production specialist to create content that is relevant to adult learners seeking to expand skills and accelerate their careers. For this curriculum revision project, a team of subject matter experts have already developed a curriculum map, which provides an overview of what each lesson should cover. Because this is a revision of the curriculum rather than totally new development, there are some slides and assignments that may be reused. This course consists of 20 lessons, which are to be delivered in 2.5 hour class sessions or asynchronously online. The overview of the lesson topics are listed below.

### Responsibilities

- In collaboration with the design team and other subject matter experts, create high quality course content aligned with an existing curriculum plan. Content includes:
  - Readings and external resources
  - Assessments (quizzes, knowledge checks, exams, projects, and rubrics for grading.)
  - Assignments
  - Activities
  - Slide Presentations with notes
  - Scripts and Video and/or audio recording
- Modify the content as needed to work in classroom and asynchronous online formats in collaboration with the design team and other content developers, contribute to the creation of teaching notes to help orient instructors to the learning content.
- Complete all deliverables on time as outlined and agreed upon in the final contract and statement of work
- Respond to feedback from UWC<sup>2</sup> staff and subject matter expert reviewers
- Participate in an initial project kick-off meeting

- Participate in a weekly virtual check-in meeting and working meetings as needed
  - There will be occasional in-person meetings in the Seattle-area.

## Requirements

- 7 years relevant experience in project management
- Complete a one (1) hour screen test with our multimedia instructional design team
- Flexible individual who is open to new and innovative ways of delivering educational experiences beyond a traditional classroom format
- Willing to collaborate on the development of learning content to a curriculum plan designed by others

## Desired

- Prior teaching experience, particularly with adult learners
- Familiar with Smartsheet

## Compensation

Compensation is \$12,000. This is to be divided among the developers and contingent on the allocation of deliverables.

## Timeline

This work will take place over a six-month time period, beginning November 2, 2020. Detailed schedule and deliverables due dates to be included in the final contract.

## Course Topics

- Introduction to the PM role and relevance
- PM Styles, Skills and Attributes
- Projects, Products, Portfolios and Programs
- Organizations and Leadership
- PM methods and frameworks evolution overview including PMI Framework and Agile
- Methods and Frameworks including PMI Framework, Agile, and designing hybrid projects
- Project Scope: Goals and Objectives
- Project Scope: Stakeholders and Defining Success and Failure
- Defining quality and high level requirements for products and projects 1
- Identifying risk categories, assumptions and constraints 1
- Objectives to requirements
- Breaking down work: framework overviews and traditional WBS
- Breaking down work: Agile Backlogs
- Breaking down work: Agile in Tech
- Sequencing and network diagramming
- Breaking down work: pm, decisions and communication
- Resourcing

- Estimating effort in hybrid/predictive frameworks
- Building the schedule
- Logic Checking the Schedule

## To be considered:

Please submit a letter of interest along with your current resume to Brooke Summerlin at [bes316@uw.edu](mailto:bes316@uw.edu) for priority review by October 10, 2020.



HYPERLINK "<https://green.uw.edu/inform/esc/policy-statement>"The University of Washington is a leader in [environmental stewardship & sustainability](#), and committed to becoming climate neutral.

[The University of Washington is an equal opportunity, affirmative action employer.](#) To request disability accommodation in the application process, contact the Disability Services Office at 206-543-6450 / 206-543-6452 (tty) or [dso@uw.edu](mailto:dso@uw.edu).