

# Achieving Success as a Curriculum **Subject Matter Specialist**

## Understanding the Overall Process

As a Subject Matter Specialist (SMS), you will be relied upon to provide your expertise in the various stages of creating modules for Proprietary curriculum.

Familiarize yourself with our Technology Learning Curriculum Development Process. While you will want to understand the overall process, pay particular attention to the areas in which you will be involved, such as the information gathering stage, the content development process, and the review process.

In preparing for your role, you will likely need to review material from functional specifications, release notes, user documentation, or research for updates from provincial regulatory bodies. You may also be required to speak to developers, business analysts and/or sales personnel to further clarify your understanding of provincially specific practices.

One of the common challengers trainers face when working with an Instructional Designer (ID) as an SMS is acting as an independent resource and collaborating without interfering with the development process.

## Understanding Your Role

### Overall Expectations

When working closely with an ID, you will take on a secondary role. Effective time management is a success factor and one way to ensure you are both working to project timelines and milestones.

When working off-site, arrange for communication methods that work for all parties, and agree on a turnaround time before beginning the work. You may need to adjust these, depending on the development phase.

### Specific Expectations

- **Ongoing communication.** Keep other members of the project team apprised of schedules. If you are dedicated to working on a project, let other team members know when you will be available, and unavailable.
- **Prioritizing your workload.** When on the road, you are not expected to participate in your role. Training always comes first.
- **Meeting your deadlines.** A project's success is dependent on all team members committing to the work, the timelines, and to being accountable for their workload. You are expected to raise issues as they arise when the issue impacts the project's success.

In situations where timelines conflict with training and/or other workload, you are expected to report the conflict to the senior trainer.

### Expectations in Specific Areas

In your role as an SMS, you have a specific role and many responsibilities to the project and to the members of the project team.

## UNDERSTANDING YOUR ROLE

*Familiarize yourself with your role in the following processes:*

- *1.0 Defining Scope, Gathering Requirements, Estimating Curriculum Development Process*
- *3.0 Content Development Process*
- **4.1 SMS Review Process**
- *4.3 Stakeholder Sign-off Process*
- *6.0 Change Management Process*
- *7.0 Escalation/Issue Management Process*

[M:\TechnologyLearning\Processes and Workflows.](#)

## TOOLS FOR SUCCESS

- *An understanding of the Technology Learning Curriculum Development Process.*
- *Research of changes for discovery session with Instructional Designer.*
- *Familiarity with province-specific government rules and regulations.*
- *Documents to support your learning and research during the discovery stage.*

## WHAT DOES AN ID DO?

*For information about the Instructional Designer's refer to page 7.*