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Roles and Responsibilities: Enhancing and Revising Emergent Literacy OER Text

Sandra Garvey and Emily Butler



# Overview

This document guides your discussion and assignment of roles and specific responsibilities within your team. It will also help address gaps.

# Part 1: A Roles and Responsibilities

**Which roles can your team fill and what responsibilities can your team members take on?** Use the time given to start your conversation around the project roles and assign tasks that you see best fit each of your members at this point in the process. **Please also consider the questions in Part 1: B (below) as part of your discussion.**

If your team is **not fully represented by all members in the session today**, please **continue the conversation** at a later point.

| **Role** | **Who** | **Responsibilities** |
| --- | --- | --- |
| Project Manager | Sandra Garvey |  |
| Author | Sandra Garvey |  |
| Instructional Designer | Marisha Marks / Mary Wiseman / Kyle Stephanie Kraus |  |
| Technology Lead | Marisha Marks / Mary Wiseman / Marilyn Billings |  |
| Researcher | Sandra Garvey / (Emily Butler can assist with copyright and research questions) |  |
| Reviewer | Peer reviewers- identified by Sandra, or ROTEL team will assign |  |
| Copyeditor | ROTEL copyeditors |  |

# Part 1: B Questions to consider

* *How will you delineate workload and ensure expectations are clearly communicated?*
* *What are some initial strategies you would like to use to help build productive working relationships between the members of your team?*
* *How can we make the roles and expectations for (new) team members clear?*
* *What methods will we use to communicate effectively?*
* *How will we address setbacks in the process?*
* *What methods will we use to keep our team engaged throughout the project?*

This project has a small team. I don’t anticipate that there will be issues with communication. Emily Butler has been very responsive to any questions that I have had. As the project progresses and other team members become involved, I feel confident that the lines of communication will remain open. I have worked with the Instructional Designers mentioned in the past and feel they will be very supportive in their roles. As the team is small in number, communication can be more informal and emails, googlemeets, and one on one zoom meetings will be used.

# Part 2: A Identifying Gaps

| *What are the gaps in expertise or experience on your current team?* | I do not feel there are any gaps at this point. |
| --- | --- |
| *In what areas might it be helpful to recruit additional collaborators? Consider administrative tasks, content authoring, editing, graphic design, etc.* | Perhaps graphic design. |

# Part 2: B Onboarding Plan for New Collaborators

# Discuss how you plan to onboard your new team members with regards to:

* Memorandum of Understanding
* Introduction to project
* Overview of process
* Access to tools and platform
* Communication styles and channels
* Roles and responsibilities
* Etc

Once again, as there are few members of this team, an informal approach can be utilized.

# Part 2: C Writing a Role Description

Please post your role description below. Note to describe clearly:

* project
* responsibilities
* timeframe
* motivation
* compensation, reward, recognition
* requirements

The focus of this project is to remix an OER textbook for use in an Early Language and Literacy Development Early Childhood course. The majority of the responsibilities for this project will be mine as I will be teaching the course. The timeframe has altered slightly since the proposal was written and it is anticipated that this project will be complete by the end of the spring semester, 2023.

