Design Document
Fine Arts Hub

Project Information	
Project Title	Fine Arts Hub
Project Purpose	Create a single space for Fine Arts Staff to access policies, procedures, and forms without needing to ask the Fine Arts Coordinator

Roles & Responsibilities	
Project Owner	Caitlin Bartholic, Instructional Designer
Project Stakeholders	Fine Arts Coordinator, Curriculum and Tech Admin
Subject Matter Expert	Fine Arts Coordinator
LMS Administrator	Caitlin Bartholic & Fine Arts Coordinator

Audience, Goals & Objectives	
Target Audience	Fine Arts Staff (95 staff in music, drama, art)
Project Goal	Fine Arts Staff will be able to efficiently locate and implement the administrative resources (forms, procedures, and guidelines) necessary to fulfill their non-teaching responsibilities, thereby ensuring procedural compliance and reducing dependence on the Fine Arts Coordinator.
Learning Objectives	After completing this training, learners will be able to… • Independently carry out non-teaching tasks following correct procedure • Access necessary forms and documents without assistance from the Coordinator

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Project Deliverables	
Deliverable	• Resource Repository – Canvas LMS course titled "Fine Arts Hub". See attached "Modules" document for complete list of deliverables within the course.

Implementation & Measurement	
Implementation Plan	• Course announcement in weekly Fine Arts Newsletter sent to all Fine Arts staff by the Fine Arts Coordinator. • Canvas course invitations to invite all staff. • Additional facilitation to introduce during November Professional Development Day
Evaluation Plan	• Fine Arts Coordinator evaluation of schedule and if less time is spent on tasks available in the new Hub • Fine Arts Staff completing survey on confidence with accessing information on and completing these tasks • Administrative feedback on increase of staff submitting correct forms and following policies and procedures
Constraints & Risks	• SME availability for review of procedures and materials

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Modules & Content/Deliverables:

Each module will have a landing page with banner using district branding (created in Adobe Express) and buttons created from banners to create cohesive look.

Fine Arts Newsletters
Page for 2025-2026 Newsletters, organized by date (newest at the top)

Purchasing
Buttons to pages in Module with descriptions
- **Blanket PO** – Graphic/text step by step instructions with buttons linking to necessary forms
- **Specific Item PO** – Graphic/text step by step instructions with buttons linking to necessary forms
- **Piano Tuning** – Graphic/text step by step instructions with contact information
- **Music Booster Funds** – Link to "Music Booster" module

Fine Arts Website
Buttons to pages in Module with descriptions
- **Editing Guide** – PDF editing guide (updated from previous facilitation)
- **Video Tutorial** – Camtasia recorded/edited tutorial with time stamps to access specific information.
- **Accessibility** – eLearning video on how to make sure everything posted on the website is accessible (Camtasia, Articulate Storyline, Vyond)

Trips & Travel
Buttons to pages in module with descriptions
- **In-District Bus Shuttle** – Step by step text guide on bus shuttle booking procedures and contacts.
- **Overnight & Out of State Trips** – Step by step text guide with timeline on booking out of state or overnight trips, including buttons linking to necessary forms.
- **Collecting Money** – Text outline of procedures and timelines to collect money before trips.

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FMX Scheduling
Buttons to pages in Module with descriptions

Scheduling Events in FMX – Articulate Rise microlearning on new procedures for event scheduling system

Checking Your Calendar – Description of checking website calendars for correct program events with image examples, and link to report issues the webmaster will need to solve.

Music Boosters
Buttons linking to each chapter
Buttons linking to district-wide policies & forms on google drive
(Budgets, Financial Reports, Policies & Procedures, HMB Contact List, Vendor Info Sheet, Vendor Invoice Template, Scholarship Application Cover).

School 1 Chapter – Buttons linking to google drive forms for requisitions, deposits, and budgets

School 2 Chapter – Buttons linking to google drive forms for requisitions, deposits, and budgets

School 3 Chapter – Buttons linking to google drive forms for requisitions, deposits, and budgets

Resources
Buttons to pages in Module with descriptions.

Contact Information – Google form embed to keep information up-to-date

ILC Recording Request – Description of procedures with link to google form to schedule

Payment Requisition Form – Updated google form for all payment requisitions

Trip Request Form – For overnight and out-of-state trips

Approved Vendor List – Information on checking the Approved Vendor List before placing orders

W9 Form for Vendor Approval – for vendors not on the approved list yet