

WORKSHEET: Operationalizing Process Steps

Example: Faculty Requests WBL Opportunity

Process Step	How <i>How does the step happen (e.g., in person, by phone, via email)?</i>	Who <i>Who is involved? Who needs to know about this?</i>	What's documented <i>What information should be documented? In what format? Where will it be captured? Who needs to see it?</i>	Timeframe or due date <i>When should this happen? Is it time sensitive?</i>	Connection to <i>What is this connected to?</i>	Then what <i>What happens next (if not already represented in the process steps)?</i>	Implications <i>What systems, structures, processes, need to adjust in order to implement this step in the process?</i>
Faculty requests WBL opportunity for their class from WBLC							
WBLC discusses project ideas and opportunities							
WBLC provides guidance for faculty to utilize existing WBL opportunities							
WBLC works with faculty to develop new to develop new WBL project							
WBLC coordinates and records new curriculum and data for the project as it is developed							

	How	Who	What's documented	Timeframe or due date	Connection to	Then what	Implications
Process Step	<i>How does the step happen (e.g., in person, by phone, via email)?</i>	<i>Who is involved? Who needs to know about this?</i>	<i>What information should be documented? In what format? Where will it be captured? Who needs to see it?</i>	<i>When should this happen? Is it time sensitive?</i>	<i>What is this connected to?</i>	<i>What happens next (if not already represented in the process steps)?</i>	<i>What systems, structures, processes, need to adjust in order to implement this step in the process?</i>
WBL project is tested, assessed, and reviewed with the aid of the WBLC							
Opportunity entered into the regional database							

Sample