

5-17-2013

## KL Design SMART Recovery® 4-Point Program eGuide Project Documentation

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### Recommended Citation

Anderson, Kenneth and Petrolito, Laura (2013) "KL Design SMART Recovery® 4-Point Program eGuide Project Documentation," *Graduate Annual*: Vol. 1 , Article 4.  
Available at: <http://digitalcommons.lasalle.edu/graduateannual/vol1/iss1/4>

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## KL Design

### SMART Recovery® 4-Point Program eGuide

### Project Documentation

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Philadelphia, Pa.  
ITM 700, August 2012

## Executive Summary

K&L Design, the project team of Kenneth Anderson and Laura Petrolito propose to create a series of interactive learning modules (eGuide) in support of the SMART Recovery's 4 Point Recovery Addiction Program. The learning series will allow users to participate in each component of the program via a selfpaced, online format. K&L Design will repurpose the existing SMART Tools content into the self-directed, interactive modules and add additional content as determined necessary by the content experts.

## Scope

The final deliverable for this project will be 4 Self-Directed Learning Modules (SDLs) for use by SMART Recovery in their SMART Tools library, on their website, blog or in classes. Each 10-15 minute module will include Flash and audio, and will be created using Captivate or Articulate. Existing SMART content will be repurposed for use within the modules.

A breakdown of the project stages is below:

Project Stage	Responsible Member	Target Date
Learning Objectives	KL Design	June 10
Review & Approval Learning Objectives	KL Design, SMART	June 10
Storyboards and Scripts	KL Design	June 30th
Review & Approval Storyboards and Scripts	KL Design, SMART	July 1st
Prototype	KL Design	July 25th
Review & Approval Prototype	KL Design, SMART	July 30th
Final SDLs	KL Design	August 1st

Each of the following design phases will require a signoff to proceed: Learning Objectives, Storyboards and Scripts, Prototype and

Final SDLs. Design work is scheduled for June, development in July and final delivery in August.

The elements included in the 4 Point Program modules project will be understood to meet satisfactory quality when they are accepted and signed off by Shari Allwood and Jim Braastad and possibly the Materials Review Committee. Each requirement will be initialed by the members of the team and dated at the time of sign off. Every effort will be made to produce a top quality design and product within the time stated in the project plan. Adherence to project requirements will follow SMART Recovery specifications. This requires a sign off after the design phase, and storyboards are complete along with explanation and navigation forms. The project will be considered operational after all requirements are signed off during development, and alpha testing is complete.

## Product Description

Title	4 Point Program eGuide
Organization/Credit	SMART Recovery ( <a href="http://www.smartrecovery.org">http://www.smartrecovery.org</a> )
Course Description	The 4 Point Program eGuide will allow learners to experience each component of the SMART Recovery 4 Point Program. The modules will contain an introduction to each component, as well as learning activities that will help them move through the program.
Scope	The course will cover: I. Building and Maintaining Motivation II. Coping With Urges III. Managing Thoughts, Feelings, and Behaviors IV. Living a Balanced Life
Overall Goals	The overall goals of the learning series is to create an inviting, engaging, and effective method for sharing information about the 4 Point Program and addiction recovery strategies.
Course Objectives	After completing each course, learners will demonstrate that they comprehend the course content through a series of embedded knowledge checks. Learners will also be able to leverage each new strategy to help them with an element of the recovery process.
Assessment Evaluation Approach	Quizzes and embedded assessments, including feedback will be used as tools for learners to measure their own understanding. In order to measure how well the learner was able to apply the techniques to his or her overall recovery strategy, the course will include a Level 3 survey.

## Outputs

Refer to Appendix A: Learning Objectives

## Cost Benefit Analysis

The true benefit of the course is the additional exposure of the organization's recovery strategies, which in turn can lead to

more participants successfully completing the addiction recovery program. By creating an online version of the 4 Point Program, more people will be given access to the techniques and strategies presented for addiction recovery.

The cost of not creating an online version of the 4 Point Program is that it limits exposure of the system to people who attend in-person seminars. This will ultimately lead to less participants successfully completing the program and implementing the strategies.

## Project Team

Name	Organization	Contact Information
Ken Anderson	KL Design	Andersonk7@student.lasalle.edu 610.212.4065 (c)
Ken has background that is in high demand with experience is information technology and instructional technology. He has many technical certifications including: Lotus Notes application developer, Lotus Domino Administration, Sametime, Quickr and Connections, and a certificate in Instructional Technology Management.		
Laura Petrolito	KL Design	Petrolito1@student.lasalle.edu 860-916-2657 (c)
Laura works as a Media Specialist for Tiffany & Co., designing and developing employee communications and internal marketing materials for staff in the retail locations throughout the Americas region. She has experience with graphic design, video production, and digital design technologies including Adobe Creative Suite and a variety of eLearning authoring tools.		
Shari Allwood	SMART Recovery	sallwood@smartrecovery.org
Jim Braastad	SMART Recovery	GJBXVI@q.com