Design Matrix (Standardizing Invoices)

Unit of Learning	TLO/ELO	Instructional Strategy	Time	Assessment Strategy
What will learners complete in this lesson?	TLO: The Final Learning Objective ● ELO's- learning objectives that support the final learning objective	How will learners be taught? **Formative Assessment:** What do the learners understand, and how can that be reinforced in the lesson?	Length of the lesson	**Summative Assessment:** Are the learners able to complete what the designer intended them to be able to do?

Unit of Learning	TLO/ELO	Instructional Strategy	Time	Assessment Strategy
Learners can visit job site to accurately scope with a standardized process	TLO: Learners can go to the job site and survey the job requirements to determine cost within 10% of project budget (procedure) • Measure square/linear foot of the area of job site (process) • Determine materials based on project (procedure) • Review plans/instruction drawings (procedure) • Survey area to ensure there is not any obstructions (procedure) • Speak with client to ensure both ideas are parallel (procedure)	Learners will shadow a current contractor to learn the various methods to get information for a project **Formative Assessment:** Learners will accomplish at least four out of the five ELO job requirements onsite	Six hour shift of shadowing another contractor	**Summative Assessment:** Learners will complete a written test with 3-4 sample scenarios with 80% score

Unit of Learning	TLO/ELO	Instructional Strategy	Time	Assessment Strategy
Learners can develop pricing for materials and labor for project	TLO: Learners can use list of materials (LOM) to accurately price invoice materials and determine accurate real cost of labor (RCL) and estimated project length (procedure) ● Locate correct materials on the LOM (process) ● Accurately estimate labor hours based on a desired "hourly wage" (process)	Learners will use a provided LOM to determine current cost of materials and labor Formative Assessment: Learners will be able to identify updates on a previous project with up-to-date costs	One hour	Summative Assessment: Learners will accurately determine cost of materials and RCL based on current prices on the LOM and time spent on the project with at least 90% accuracy

Unit of Learning	TLO/ELO	Instructional Strategy	Time	Assessment Strategy
Learn how to create and format invoice	TLO: Learners can develop an invoice incorporating the provided list of guidelines for quality and consistency (Principle/procedure) • Classify the quality of invoices (concept) • Create their own individual style guide and template (Procedure) • Create an invoice that follows a standard that is easy to read and understand across all company/ individual invoices (Procedure) • Identify readability best practices (bold fonts, resize, etc.) for enhancing invoice (Concept) • Locate correct template within Excel (Procedure) • Use correct naming convention (Principle)	Learners will be provided a sample scenario to develop an invoice in Excel **Formative Assessment:** Learners will identify all of the best practices to develop an invoice that follows guidelines they learned	Two hours	**Summative Assessment:** Learners will be able to create an invoice that follows their company's style guidelines

Unit of Learning	TLO/ELO	Instructional Strategy	Time	Assessment Strategy

Learners can organize client information and form resources for future reference	TLO: Learners can form repositories from completed projects for reference while adhering to organizational guidelines (procedure)
	● Build company invoice repository (procedure)
	  ○ Create and sort folder of similar projects (procedure)
	  ○ Create a hierarchical folder for project organization (Procedure)
	● Establish company specific data storage practices (procedure/principle)
	● Remember to save project by Projectdescription_clientname_date (Concept)
	● Remember to categorize similarly scoped projects in corresponding folders for future reference (Concept)
		Learners will be provided a reference guide
		
		Formative Assessment: Learners will be given an online test to determine their understanding of effective naming and organizational procedures
			45 minutes	**Summative Assessment:** Learners will create a cloud repository of completed projects for future reference