

Project Management: Scope & Sequence GoogleSheet

From 2017-2019, I developed and maintained a [scope and sequence document](#) for 500+ pages of educational material. This included migrating the course data from Excel to GoogleSheets and applying conditional formatting + layout overhauls to improve the user experience. UX improvements included:

- Isolated content tabs for [vocab](#) / [grammar](#) / [special features](#).
- Ability to compare all level content side-by-side
- Conditional formatting applied / content tabs update instantly across all sheets.
- Elimination of version control issues / simultaneous work from one document.
- Ability to track history of all changes / restore accidental deletions.
- Visually clean layout / clear headers.
- Comment feature / improved collaboration for a global team.

Ex: Full document:

The screenshot shows a Google Sheet interface with the following elements:

- File Name:** SII_ScopeandSequence_Copy
- Menu Bar:** File, Edit, View, Insert, Format, Data, Tools, Add-ons, Help
- Toolbar:** Undo, Redo, Print, Copy, Paste, 50% zoom, Currency, Percent, Decimal, Thousandths, 123, Font (Calibri), Size (10), Bold, Italic, Underline, Text color, Background color, Grid, Row height, Column width, Text wrap, Text alignment, Text direction, Spell check, Eraser.
- Sheet Title:** How often...?
- Table Structure:**

Unit	Unit title	Vocabulary 1	Grammar 1	SHB Activity 1	Vocabulary 2	Grammar 2	SHB Activity 2
Opening Spread (2pp)	Welcome to Shawville!						
Welcome Unit (4pp)	Months and ordinal numbers	Review of present continuous and past simple with be					
1	Good Morning	Morning routine verb phrases	Adverbs of frequency with simple present tense	Title: Always Or Never?	Types of transportation	How often...?	Title: How Often?
2	At School	School subjects	Simple present tense questions with short answers	Title: Class Schedule	Places in school	Present tense WH questions and review of present continuous	Title: Where Are They?
- Bottom Bar:** +, Menu, STARTER, L1, L2, L3, L4 (selected), L5, L6, Vocab, Grammar, Question Time

Ex: Isolated tabs

Vocabulary				Grammar					
LEVEL 3		LEVEL 4		LEVEL 3		LEVEL 4			
Unit	Vocab 1	Vocab 2	Vocab 1	Vocab 2	Unit	Gram 1	Gram 2		
O.S.	Character Intros: Clara, Suzy, Julie, Sid, Kevin, Matt.				O.S.	I'm... I like + ing			
W.U.	Seasons: summer, fall, winter, spring; Object Pronouns me, you, him, her, us, them Review Vocab: monkey, apple, hamburger, yo-yo, scooter, baseball cap, shoes, bananas, watermelon.		Months and ordinal numbers January, February, March... First, Second, Third, Fourth... What's the date today? It's January first. When's your birthday? My birthday is January second.		W.U.	Review present continuous with wearing; like + gerund		Review of present continuous and past simple with be What's he/she doing? He's/She's ...ing. Where was he/she yesterday? He was at the... Were were they last night? They were at the...	
					1	Review simple present 'be': Who's he/she? Who are they? He's/She's/They're my ____	Possessive pronouns (his, hers, yours, ours, theirs): Whose ____ is this? It's (mine). Whose ____ are these? They're (his).	Adverbs of frequency with simple present tense always, usually, sometimes, never I (always) get dressed before breakfast.	How often...? (How often do you) walk to school? I usually walk to school. (How often do
L6 ▾ Vocab ▾ Grammar ▾ Question Time ▾				L6 ▾ Vocab ▾ Grammar ▾ Question Time ▾					

Question Time feature

A	B	C	D
Unit	Good Question	Good Question	Unit
1	Who do you see? What color is it? How do you spell it?	Who do you see? What color is it?	1
2	What shapes do you see? What's this?	What's that? What are those?	2
3	How many Share Pals? Who's this?	What colors do you see? What do you see?	3
4	How many boys and girls? Can you name 3 things?	Where is this? Can you name three things?	4
5	What color is it? How do you spell it?	How many are there? What color is it?	5
6	Can you name 3 things? What's this?	Where are they? Can you name three things?	6
7	What do you see? Where is it?	Where is it? What do you see?	7
+ ▾ Vocab ▾ Grammar ▾ Question Time ▾			

Value feature

A	B	C
	LEVEL 1	LEVEL 2
Unit	Value	Value
1	Value: Share!	Be kind to animals.
2	Value: Be polite!	Ask first.
3	Value: Say Sorry!	Follow the rules!
4	Value: Respect Others!	Try new things!
5	Value: Be nice!	Encourage others.
6	Value: Be Careful!	Be on time.
7	Value: Help Others!	Play together!
8	Value: Eat Healthy!	Suggestion: Clean up! / Respect your things! / Keep you room clean! / Clean your room!
+ ▾ tion Time ▾ Value ▾ H.S.Shr ▾		

Project Management: Data Mapping Document

From 2017-2019, I developed and maintained a [data mapping document](#), which tracked and benchmarked the percentage of key vocabulary / grammar that were included in a Macmillan Education course. The document mapped over 5,000 data points and identified the exact page and activity where a language item appeared in our course.

Objective: Provide data to our markets verifying that our course contained a high percentage of target language from the Cambridge Education [Young Learners Exam](#) - a standardized test widely used in international markets to test English language proficiency for university entrance.

Mapping document features:

- Conditional formatting linked the mapping document cells to the course scope and sequence. Automatic corresponding updates to data points in both documents.
- Isolated content tabs / [color highlights](#) to designate where course data points come from in the YLE exam.
- Isolated tabs identifying [YLE language not covered](#) in our course Student Book. This allowed Macmillan editors to work missing language points into other course components / was converted to an extra list for the Teachers Edition.

Ex: Full document:

YLE Grammar Structures List: Starter					
YLE Category	SI! Tier 1	SI! Tier 2	SI! Tier 3	Not Covered in SI!	Total % Covered: YLE Starters (structures list) 74%
Nouns Singular and plural including: irregular irregular plural forms, countable and uncountable and name	L1, U1 (singular) L1, U2 (plural) L2, U1 (irregular) L1, U7 *(non-count with 'some')	L3, U2 (non count with 'any')			
Adjectives Including possessive adjectives	L1, Starter L1, U5 L2, U2 (possessive adjectives)				
Determiners	L1, U1 (a/an, this) L1, U4 (the) L1, U7 (some) L2, U1 (these)				
Pronouns Including demonstrative, personal, and possessive interrogative pronouns and 'one'	L1, U1 (this)	L3, U1 (mine, yours)		one (I want one).	
Verbs (Positive, negative, question, imperative and short answer forms, including contractions)	L1, U1 (positive, negative, question, short answer, contractions, present simple) L1, WU (imperatives)			-may/can (for permission)	

Ex: Isolated tabs

YLE level: color highlights

YLE Starters Nouns	YLE Movers Nouns	YLE Flyers Nouns	Key
address	address	actor	Green = YLE Starters Nouns Yellow = YLE Movers Nouns Blue = YLE Flyers Nouns
afternoon	age	adventure	
alien	app	air	
alphabet	aunt	airport	
animal	balcony	ambulance	
answer	band	April	
apartment	basement	art	
apple	bat	artist	
arm	beard	astronaut	
armchair	blanket	August	
baby	bottle	backpack	
badminton	bottom	bandage	
bag	bowl	bank	
ball	break	beetle	
balloon	building	belt	
banana	bus station	bicycle	
baseball	bus stop	bin	
baseball cap	café	bit	
basketball	cage	bracelet	
bat	car park	bridge	
bath	CD	brush	
bathroom	center	business	

YLE: language not covered

NM Tier 2 Vocab: (per-YLE topic)	Covered in SI! (per-YLE topic)	Not Covered in SI! (per-YLE topic)	YLE % covered (per-YLE topic)	NM % covered (per-YLE topic)
sharks, seahorses, whales, crabs, dolphins, seals, eagle, lizard, parrot, orangutan, scorpion, bear	YLE: dolphin, lion, penguin, shark, whale NM: sharks, whales, dolphins, eagle, lizard, parrot, orangutan, scorpion, bear	YLE: bat, cage, fly, kangaroo, kitten, panda, parrot, puppy, rabbit, snail NOTE: Have CLIL L4: U5,6 TBD (can put animals there) (or maybe L3U10) NM: seahorses, crabs, seals, parrot, orangutan, scorpion	*33%	50%
cute, athletic, friendly, strong, funny, smart, dirty, clean	YLE: blond(e), curly, *stomach (L5: stomach ache), *tooth, *thin *teeth (L1 has a note for this as a "MAYBE"?) NM:	YLE: back, beard, fair, fat, moustache, neck, shoulder, NM: cute, athletic, funny	50%	62%