Project Management: Scope & Sequence GoogleSheet

From 2017-2019, I developed and maintained a <u>scope and sequence document</u> 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.

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How o	often?	\$	5			0	
Unit	Unit title Welcome to Stateville!	Vocabulary 1	Grammar 1	SHB Activity 1	Vocabulary 2	Grammar 2	SHB Activity 2
pening Spread (2pp)	IVECODE CO SOMEVICEI						
Welcome Unit (4pp)	Welcone Unit	Months and antiboli numbers lanuary, February, Marth First, Sacced, Third, Fourth Where's the done tabley? #3 January first. Where's your betteday? My birthday is January second.	Backiew of prevent continuous and past simple with be Moran keylow doing? Mining Sherkmg. Where were theylow pasterday? More were they last explicit. More were they last explicit. Refer were not the				
1	Good Meening AVE: Crass-section of Mat's house with his family getting ready in the morning	Marring multire with phrases wake up, sain my thor, take a shower, per directed, brain my kit, make tweakhut, have breakhut, go to school	Adverte of Proguency with kingle present tense silvery, suitable strendtines, rever (placege) part tenses between breaktent. (placege) parts from tense (placege) parts from tense (placege) parts of the silver They (passed) take the law.	This: Anawa Oriverse? How to play: Students A and S: Pat all the cards face down or a table. Student A. Try to turn over a repleture card and one wordt card. If you turn over a report and and a plattice card, ratios a sense or and take the cards. Student E. Take a turn. Pay wordt you use all the cards. Example: Student K. Wate up. Tabesys wells up at seven stock.	Types of transportation was, infer ablicit, take the but, take the train, take the output the train, take the outputs, take a tax	Now offen? (Now offen da yea) walk to ushel? I examply walk to tchool. (Now offen da yea) take the tran? I examt take the tran.	Table: How Others? How to play: Students A and B. Look at the pictures. Write always, washing score-frame tracked in the Marcolum. Student A. And Student B. a guardism with How other? Wri- Student E. Annow? Student A. an assume? Student A. And Student A. and with Student A. An assume? Student A. How other do you take the train? Student B. Homefitmes take the train? Student B. Homefitmes take the train?
2	At School Aver: A cuthency of Showed its School with vertice classes in sector	School subjects English, math, science, art, muiz, annai mudas, PE, headh	Simple generit Sense quantitions with short answers (Boy pea) have salesce today? Tel () Boy () Society () (Boes also) have math today? () Boy, () Ma down Till. Na, () Me down Till.	Tible: Class, Schodule How to play: Students: A and B. Look at the class schodules of the faur addets. Student A. And an question about a student. Student B. Annuer Dadett A. Than all one question about the core student. Student A and B. Take typosto as about all the instantest: Find the offerences. Example: Student A. Daes Anna how English at one oblock? Student A. Daes Anna how English at one oblock?	Place: in school gym, cablecia, computer lat, clauter, an eader, mart room	Prevent sense Wei questions and enview of prevent confinence. (Where N last (Where N last (Where N last) (Where N last) (Whath) is (doing)? (Whath) is (doing)? (Here playing) basistical.	Inderet A I rever take the train. Table: Where Are Taby? Have to play: Students A and B. Cut out the student cards and put them face down in a ple. Joek at the ploture of the school on pa 36 stor 3 minute. Then furth the play face down. Student A. Turn over one student card: Ask quantities also accounts. A none the quantities. Then check Rage 15. If ye are correct, bain the aid. Student A and B. Take turns. Play until you use all the card Example: Student A. Where's Chartle? Student A. Where's Chartle? Student B. It's in the mail: noon.

Ex: Isolated tabs

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Voca	ab 1	Vocab 2	Vocab 1	Vocab 2	Unit		Gram	12	Gram 1	Gram 2
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Seas sum sprir	nmer, fall, winter,		Months and ordi numbers			Review present continuous with wearing; like + gerund			continuous an simple with be What's he/she doing? He's/She'sir	d past 2
me, ther Revi mon	ect Pronouns , you, him, her, us, m iew Vocab: nkey, apple, nburger, yo-yo,		January, Februar March First, Second, Th Fourth What's the date today? It's January first.	iird,					Where was he yesterday? He was at the Were were the night? They were at t	 ey last
scoo shoe	oter, baseball cap, es, bananas, ermelon.		When's your birthday? My birthday is January second.			1 Review simple pres- Who's heishe? Who is refrey? Heis/Bhe's/They're /	my (his, f theirs Whos It's (n Whos	essive pronouns hers, yours, ours, i): ee is this? nine). eeare these? re (his).	simple presen always, usually sometimes, ne	t tense (How often do you) walk to y, school? ever I usually walk school.
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Unit 2	Good Question What color is it? How do you spe	feature	C Sood Question Who do you see? What color is it? What's that? What's that?		D A Init Unit	LEVEL 1 Value Value: Share! Value: Se polite Value: Say Sorry	re •	LEVEL Value Be kin Ask fii Follov	c .2 nd to animals. rst. w the rules!	Question Tir
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Project Management: Data Mapping Document

From 2017-2019, I developed and maintained a <u>data mapping document</u>, 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 <u>Young Learners Exam</u> - 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 / <u>color highlights</u> to designate where course data points come from in the YLE exam.
- Isolated tabs identifying <u>YLE language not covered</u> 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.

YLE Gramma	[•] Structure	s List: S	tarter		
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 (possesive 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: Full document:

Ex: Isolated tabs

	YLE Starters	Nouns	YLE Movers Nouns	YLE Flyers Nouns	Yellow =	Key YLE Starters Nouns YLE Movers Nouns YLE Flyers Nouns	
	a lot		address	actor			
	afternoon		age	adventure			
	alien		арр	air			
	alphabet		aunt	sirport			
	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			
i⊢:iandii	age not co	vered					
MM Tier 2			red in SI! E topic)	Not Covered in (per-YLE topic)	n SI!	YLE % covered (per-YLE topic)	NM % covered (per-YLE topic
NM Tier 2 per-YLE topic	Vocab:) whales, crabs, gle, lizard, parrot,	Cove (per-YLI dolphin, li NM: sharks, wh		(per-YLE topic) YLE: bat, cage, fly, kangaroo, kitt parrot, puppy, rabbit, snail NOTE: Have CLIL L4: U5,6 TI	en, panda, BD (can put 3U10		