

Module Title: Hiring Contractors: A Property Manger's Guide

Target Audience: Property managers who have limited knowledge about hiring independent contractors to complete jobs on the property they manage will benefit from taking this course.

Learning Objectives:

1. Identify reasons to hire a contractor.
2. Describe the process of hiring a contractor.
3. Arrange the steps of the bidding process in the correct order.
4. Explain ways that contracts can minimize risk.

Seat Time: 30 minutes

Outline:

- Course Intro / Navigation / Objectives
- Benefits of Hiring a Contractor
- Contractor Services
- Knowledge Check
- Finding Contractors for Hire
- The Bidding Process
- Knowledge Check
- Contract Information
- Minimizing Risk with Contracts
- Assessment
- Summary
- Congratulations

Font:

Articulate (body) / Articulate Extrabold (headings)

Color Palette:



Top Border Examples

Content Slides:

Navigation

KC Slides:

Knowledge Check

Quiz Slides:

Graded Quiz

Avatars: Two, representing Ted (property owner) and Atsumi (property manager)

Voice Over from Well Said Labs: Use Owen for Ted/Narrator. Use Jordan for Atsumi.

Uptown Heights Logo:



Comments:


1. Use modern player in Storyline and player navigation buttons as indicated below.
2. All slides will have a title bar indicating slide topic. Knowledge check and Final Assessment slides will also have a title bar, except the fill color will be an opposite color from palette, indicating to the learner that it is not a content slide.
3. Seekbar should be visible on all slides and layers. Menu is free in player properties.
4. All audio moved 0.5 seconds off from start of timeline for natural delivery.
5. Be sure to restrict next buttons when needed, as noted below.
6. Layers indicated by lowercase letter following slide number (1.3a)
7. Images included on SB are from Storyline 360 Content Library.

Reviewer:

Please leave comments in “notes” row at the end of each slide to provide feedback.

Use **red text for inaccuracies or missing content**, use **purple text for suggestions and recommendations**.

General comments on overall course outline are welcome on the right side tab of the Word document.

Slide 1.1 / Menu Title: <i>Welcome</i>			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>No top border</p> <p>Background image: Photographic image of apartment complex</p>  <p>Course title set in semitransparent shape overlaying the background image</p> <p>Custom Start and Navigation buttons</p>	<p>[Slide Title] Hiring Contractors: A Property Manager's Guide</p> <p>[Buttons] START</p> <p>NAVIGATION</p>	<p>[Narrator] Welcome to Hiring Contractors, a Property Manager's Guide. If you are a property manager in charge of hiring contractors, then you are in the right place.</p> <p>Click the navigation button to learn how to efficiently navigate through the course. Or, click the start button to begin.</p>	<p>The Start and Navigation buttons will fade in timed with the VO reference</p> <p>The Start button will jump to slide 1.3</p> <p>The Navigation button will jump to the next slide (slide 1.2)</p>
Notes:			

Slide 1.2/ Menu Title: <i>Navigation</i>			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Top border with slide title</p> <p>Player shows Menu on the left.</p> <p>Background image: Photographic image of work space/desk area a property manager might have</p>	<p>[Slide Title] Navigation</p>	<p>[Narrator] Here are some tips for navigating this course. Click the next button to move forward and the previous button to go back a slide. Use the menu to revisit slides when needed. Click the pause button when you need more time. Use the replay button to start the slide from the beginning. The volume button can be used</p>	<p>Arrows labeling each player feature will fade in timed with their reference in the audio.</p>

Arrows point to player features: Next Previous Menu Pause Volume Replay Seekbar Resources Tab		to adjust the audio to your liking.	
Notes:			

Slide 1.3/ Menu Title: [Labeled as Intro on Menu]			Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
No top border Background image: Photographic image of a deck/backyard Ted avatar has 3 poses: pointing at watch, talking, then looking at phone	[Ted caption] Perfect timing! It's just about time for me to check in with Atsumi, the property manager of Uptown Heights, an apartment complex I own in the city. That's her now!	[Narrator/Ted] Perfect timing! It's just about time for me to check in with Atsumi, the property manager of Uptown Heights, an apartment complex I own in the city. [phone rings] [Narrator/Ted] That's her now.	The caption text will be displayed on the slide timed with the VO audio. The Next button is hidden on this slide. The slide auto-advances.
Notes:			

Slide 1.4/ Menu Title: [Hidden from Menu]			Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
No top border Screen is split by a parallelogram vertically down the middle. On the left side, the background image is	[Ted] Atsumi, hello! How are things going at Uptown Heights?	[Ted] [1] Atsumi, hello! How are things going at Uptown Heights?	Caption bubbles track their conversation, with slide text fading in and out on timeline, timed with the VO.

<p>still Ted's backyard. On the right side, the background image is an office where Atsumi is working.</p> <p>Ted has four poses: Listening, concerned, talking on phone, pointing to right</p> <p>Atsumi has 3 poses, talking on phone stressed, talking on phone happy, then pointing to left</p> <p>Uptown Heights logo made from beige apartment icon with orange roof/background, and blue text box entered at bottom labeled with "Uptown Heights" name</p>	<p>[Atsumi] Hi, Ted. Well, I just heard from the tenants in 120A. They are experiencing a leak in their roof. I have our maintenance crew patching up from the inside for now, but I think it's time to hire an independent contractor to replace the roof entirely.</p> <p>[Ted] Thank you for letting me know about the situation. That's a great plan. We need our maintenance crew to be available for day-to-day work after they patch it up, so hiring an independent contractor is a great idea, Atsumi!</p> <p>[Atsumi] Perfect, I'll get started on the process right away.</p> <p>[Ted] Thank you for taking care of everything, Atsumi. While I have you on the phone, would you mind</p>	<p>[Atsumi] [2] Hi, Ted. Well, I just heard from the tenants in 120A. They are experiencing a leak in their roof. I have our maintenance crew patching up from the inside for now, but I think it's time to hire an independent contractor to replace the roof entirely.</p> <p>[Ted] [3] Thank you for letting me know about the situation. That's a great plan. We need our maintenance crew to be available for day-to-day work after they patch it up, so hiring an independent contractor is a great idea, Atsumi!</p> <p>[Atsumi] [4] Perfect, I'll get started on the process right away.</p> <p>[Ted] [5] Thank you for taking care of everything, Atsumi. While I have you on the phone, would you mind helping other property managers learn about the process of hiring independent contractors?</p> <p>[Atsumi] [6] Not at all, Ted. I've learned so much over the years and would love to help.</p> <p>[Ted] [7] Great! Thank you for your help Atsumi. Keep me informed.</p> <p>[Ted]</p>	<p>Next button is hidden on this slide.</p> <p>When user clicks the logo after directed to do so, layer 1.4a is automatically shown.</p>
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	<p>helping other property managers learn about the process of hiring independent contractors?</p> <p>[Atsumi] Not at all, Ted. I've learned so much over the years and would love to help.</p> <p>[Ted] Great! Thank you for your help Atsumi. Keep me informed.</p> <p>[Ted] Click the Uptown Heights logo to join Atsumi in her office. She will help you learn all about hiring independent contractors.</p>	<p>[8] Click the Uptown Heights logo to join Atsumi in her office. She will help you learn all about hiring independent contractors.</p>	
Notes:			

Slide 1.4a/ Layer: Enter Name			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background image: Atsumi's office takes up the entire screen now. Semitransparent shape overlays the background image.</p> <p>Atsumi's avatar on the right side of the screen, pointing to the left at a rectangle with a white textbox inside</p>	<p>[Atsumi caption] Welcome to my office. Type your name in the white box, then press enter and I will take you along with me.</p> <p>[rectangle text]</p>	<p>[Atsumi] Welcome to my office. Type your name in the white box, then press enter, and I'll take you along with me.</p>	<p>The caption text will be displayed on the slide timed with the VO audio.</p> <p>Text entry box appears when Atsumi mentions it to users in VO.</p>

where users will type their names. Atsumi's caption displays the directions to users.	Type your name here to join Atsumi:		After users type their name and press enter, the slide will automatically advance to next slide.
Notes:			

Slide 1.5/ Menu Title: <i>Objectives</i>			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Same background image from layer 1.4a, Atsumi's office, for a smooth transition to this slide. Semitransparent shape still overlays the background image.</p> <p>Atsumi's avatar is still on the right side of the screen, starting out in an excited pose with hands clasped together. She changes to a pose pointing left as she starts to read the objectives.</p> <p>The learning objectives will appear on the left half of the slide, to the left of Atsumi. The objectives text will appear in four similarly styled horizontal rectangles. To the left of each objective rectangle, is a numbered circle (1-4) for, accented with a 24 px glow, and arranged vertically on the left side of the screen. The rectangles and circles should use palette colors.</p>	<p>[Slide Title] Objectives</p> <p>[Atsumi caption]</p> <p><i>(insert name of learner)</i>, there are four objectives that will help you to become familiar with hiring independent contractors.</p> <p>Let's take a look!</p> <p>By the end of this course you will be able to. . .</p> <p>[Objectives]</p> <p>Identify reasons to hire a contractor.</p> <p>Describe the process of hiring a contractor.</p> <p>Arrange the steps of the bidding process in the correct order.</p>	<p>[Atsumi]</p> <p>There are four objectives that will help you to become familiar with hiring independent contractors. Let's take a look!</p> <p>By the end of this course you will be able to...</p> <p>Identify reasons to hire a contractor.</p> <p>Describe the process of hiring a contractor.</p> <p>Arrange the steps of the bidding process in the correct order.</p> <p>Explain ways that contracts minimize risk.</p> <p>I am excited to share everything I know with you. Click the next button to begin learning about all the benefits of hiring independent contractors to perform work on your property.</p>	<p>The caption text will be displayed on the slide timed with the VO audio.</p> <p>Atsumi starts in her excited pose and changes to pointing left at objectives when VO reads objective 1.</p> <p>On the left side of the screen, the learning objectives text will fade in timed with the VO.</p> <p>Next button is hidden until audio completes.</p>

	Explain ways that contracts minimize risk.		
Notes:			

Slide 1.6/ Menu Title: <i>Benefits of Hiring Contractors</i>			Objective #1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background image is a photographic image of a contractor with hands folded on left.</p>  <p>On the right of the screen is a semitransparent blue rectangle taking up 1/3 of the screen vertically. Within the blue rectangle there are four brown arrows pointing left and labeled with titles for each of the four layers they will be visiting.</p>	<p>[Slide Title] Benefits of Hiring Contractors</p> <p>[Arrows]</p> <p>Time Savings</p> <p>Specializations</p> <p>Financial Savings</p> <p>Maintenance Staff</p>	<p>[Atsumi] There are many benefits to hiring an independent contractor, or IC. Click on each of the arrows to learn about some of the advantages you will experience when hiring an IC.</p>	<p>On the right side of the screen, each arrow will fly in from the right, timed with the VO.</p> <p>Next button is hidden until each of the four layers have been visited.</p>
Notes:			

Slide 1.6a/ Layer: <i>Time Savings</i>			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Showing through from baselayer should be the background image, semitransparent blue rectangle, and Time Savings arrow only.</p> <p>To the left of where the arrow is pointing is a white rectangle outlined</p>	<p>[Slide Title] None</p> <p>[Bulleted Text]</p> <p>Time Savings</p> <p>✓ IC's handle their own</p>	<p>[Atsumi] Time Savings.</p> <p>IC's handle their own licenses, permits, insurance, warranties, and more.</p>	<p>Inside the white rectangle, the bulleted text fades in by paragraph timed with the VO.</p> <p>The X appears in the top right corner of the slide in the last 4 seconds of audio completion.</p>

in orange for all slide text. An X appears in top right corner of slide.	licenses, permits, insurance, warranties, and more ✓ IC's do not need to go through a lengthy hiring or onboarding process	IC's do not need to go through a lengthy hiring or onboarding process allowing you to get them started on your projects soon after you hire them.	
Notes:			

Slide 1.6b/ Layer: <i>Specializations</i>			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Showing through from baselayer should be the background image, semitransparent blue rectangle, and Specializations arrow only. To the left of where the arrow is pointing is a white rectangle outlined in orange for all slide text. An X appears in top right corner of slide.	[Slide Title] None [Bulleted Text] Specializations and Equipment ✓ Your regular maintenance crew may not have the specialized skills or equipment ✓ IC's will arrive at the job site with both of these things ✓ Time and money savings for your property	[Atsumi] Specialized skills and equipment. Your regular maintenance crew may not have the specialized skills or equipment needed to complete the job. IC's will arrive at the job site with both of these things. This equates to a time and money savings for your property.	Inside the white rectangle, the bulleted text fades in by paragraph timed with the VO. The X appears in the top right corner of the slide in the last 4 seconds of audio completion.
Notes:			

Slide 1.6c/ Layer: <i>Financial Savings</i>			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Showing through from baselayer	[Slide Title]	[Atsumi]	Inside the white rectangle, the

<p>should be the background image, semitransparent blue rectangle, and Financial Savings arrow only.</p> <p>To the left of where the arrow is pointing is a white rectangle outlined in orange for all slide text.</p> <p>An X appears in top right corner of slide.</p>	<p>None</p> <p>[Bulleted Text]</p> <p>Financial Savings</p> <ul style="list-style-type: none"> ✓ Lower cost of labor and materials ✓ No need to provide benefits such as health or life insurance ✓ No 401K match or vacation time to provide 	<p>Financial Savings.</p> <p>Hiring an IC usually results in an overall lower cost of labor and materials for you.</p> <p>Secondly there is no need to provide an IC with benefits such as health or life insurance since they are not your regular employee.</p> <p>Also, there will be no 401K match or vacation time to provide for them.</p>	<p>bulleted text fades in by paragraph timed with the VO.</p> <p>The X appears in the top right corner of the slide in the last 4 seconds of audio completion.</p>
Notes:			

Slide 1.6d/ Layer: Maintenance Staff			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Showing through from baselayer should be the background image, semitransparent blue rectangle, and Maintenance Staff arrow only.</p> <p>To the left of where the arrow is pointing is a white rectangle outlined in orange for all slide text.</p> <p>An X appears in top right corner of slide.</p>	<p>[Slide Title]</p> <p>None</p> <p>[Bulleted Text]</p> <p>Maintenance Staff</p> <ul style="list-style-type: none"> ✓ Regular employees will not be distracted from their day-to-day responsibilities ✓ Tenants will not experience any delays in maintenance needed ✓ Regular maintenance work remains steady 	<p>[Atsumi]</p> <p>Maintenance Staff.</p> <p>Regular employees will not be distracted from their day-to-day responsibilities when you hire independent contractors to do the job instead.</p> <p>Tenants will not experience any delays in maintenance needed and your regular maintenance work remains steady.</p>	<p>Inside the white rectangle, the bulleted text fades in by paragraph timed with the VO.</p> <p>The X appears in the top right corner of the slide in the last 4 seconds of audio completion.</p>
Notes:			

Slide 1.7/ Menu Title: <i>Services Provided</i>			Objective #1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>A semitransparent blue rectangle takes up the entire background.</p> <p>The slide starts with Atsumi's avatar on bottom left corner of screen looking up at learner with index finger pointed in the air. Three two second, silent video clips play to her right, highlighting a few jobs contractors might be hired to do.</p> <p>A large, white, rounded rectangle bordered in orange fills the space where the videos were, between Atsumi and the right side of the slide for VO text, then disappears.</p> <p>Eight icons for each of the following jobs appear as mentioned in VO in rows of 4 between the directions rectangle and the top border: roofer, electrician, exterminator, painter, pool tech, housekeeper, plumber, landscaper</p> <p>A regular horizontal rectangle bordered in orange is centered at the bottom of the slide for learner directions.</p> <p>A square in palette colors, the same for all icons, and sized just large</p>	<p>[Slide Title] Contractor Services</p> <p>[Large White Rectangle]</p> <ul style="list-style-type: none"> ✓ These services can be single-event large jobs needed for your property ✓ They can also be used for ongoing jobs that reoccur weekly or monthly for maintenance purposes <p>[Directions Rectangle]</p> <p>Click on the icons to learn about the variety of services contractors can be hired to perform.</p> <p>[Icon Labels]</p> <p>Roofers Electricians Exterminators Painters Pool Techs Housekeepers Plumbers Landscapers</p>	<p>[Atsumi] Now it's time to explore the variety of jobs that IC's can be hired to perform.</p> <p>These services can be single-event large jobs needed for your property.</p> <p>They can also be used for ongoing jobs that recur weekly or monthly for maintenance purposes thereby relieving your regular maintenance staff of extra responsibilities.</p> <p>Click on the icons to learn about contractors who can provide a service for your property.</p> <p>Then click next to continue.</p>	<p>Next button is hidden at start of timeline. It appears when timeline is complete.</p> <p>The 3 videos play during Atsumi's first sentence, then fade to the white text box.</p> <p>Large white rectangle with text appears when Atsumi says, "these services". Text inside rectangle fades in by paragraph, timed with VO.</p> <p>Atsumi fades out along with large rectangle with text when VO says "extra responsibilities".</p> <p>Directions text box fades in when VO says "Click on the icons"</p> <p>Each of the 8 icons animates in a "spin and grow" clockwise fashion, full spin, for 1.00 seconds at the same time in when VO says "learn about".</p> <p>When each icon is clicked on,</p>

enough to cover the icon, appears with a label when the icon is clicked.			the square with matching label appears over the icon.
Notes:			

Slide 1.8/ Menu Title: <i>Knowledge Check</i>			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Same semitransparent blue rectangle background as before, but with KC top border color scheme.</p> <p>Use built-in matching word bank slide.</p>	<p>[Slide Title] Knowledge Check</p> <p>[Question]</p> <p>All of the following are advantages of hiring independent contractors, except for which one?</p> <p>[Answer choices]</p> <p>They have specialized skills and tools.</p> <p>Maintenance will not be distracted from their daily responsibilities to perform larger jobs.</p> <p>There will be financial savings.</p> <p>Staffing flexibility will help with fluctuating workloads.</p> <p>You will provide them with benefits and</p>	<p>[Atsumi] Time for a knowledge check!</p> <p>This is a chance to check for understanding before continuing with the module.</p> <p>Click and drag your answer to the following question into the empty box.</p>	<p>Next button is hidden.</p> <p>Learner will have 2 attempts. After first incorrect attempt, they will receive a “try again” message and button.</p> <p>After second incorrect attempt, they will be taken to the “incorrect” layer with feedback on correct answer, and a continue button.</p> <p>After a correct answer is submitted, learner will be taken to the “correct layer” and receive a continue button.</p> <p>Continue buttons will take learner to slide 1.9.</p>

	onboard them as an employee of your establishment. [correct answer]		
Notes:			

Slide 1.8a/ Layer: <i>Correct Layer</i>			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Black rectangle with all slide text inside appears in the center. Base layer is dimmed behind the rectangle.</p> <p>A green check mark appears with text.</p> <p>Continue button is inside text rectangle.</p>	<p>[Slide Text] Correct That's right! You selected the correct response.</p> <p>[button] Continue</p>		Continue button takes learner to slide 1.9.
Notes:			

Slide 1.8b/ Layer: <i>Incorrect Layer</i>			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Black rectangle with all slide text inside appears in the center. Base layer is dimmed behind the rectangle.</p> <p>A red x appears with text.</p> <p>Continue button is inside text rectangle.</p>	<p>[Slide Text] Incorrect</p> <p>Good try. Independent contractors will not need benefits, nor onboarding as an employee of your establishment.</p> <p>[button] Continue</p>		Continue button takes learner to slide 1.9.
Notes:			

Slide 1.8c/ Layer: <i>Try Again Layer</i>			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Black rectangle with all slide text inside appears in the center. Base layer is dimmed behind the rectangle.</p> <p>A red x appears with text.</p> <p>Try Again button is inside text rectangle.</p>	<p>[Slide Text] Incorrect</p> <p>You did not select the correct response. Try again!</p> <p>[button] Try Again</p>	<p>[Insert Script Text]</p>	<p>This layer is hidden when user clicks “try again” button.</p>
Notes:			

Slide 1.9/ Menu Title: <i>Finding Contractors</i>			Objective #2
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Slides starts with a short video of someone doing a Google search, taking up the entire background.</p> <p>Top border is shown throughout.</p> <p>Background image behind video is a row of apartment buildings. On left third of the screen is a light blue rectangle overlapping the background image.</p> <p>Atsumi has two poses, both centered within the row of apartments. One pose with both hands pointing up to the roof of the buildings, and one</p>	<p>[Slide Title] Finding Contractors for Hire</p> <p>[buttons]</p> <p>Referrals</p> <p>Apps & Websites</p> <p>Better Business Bureau</p> <p>Local Resources</p>	<p>[Atsumi] There are many resources you can use to find contractors to hire to provide services for your property.</p> <p>As a property manager looking to hire an IC to replace the roof on the apartment building I manage, I have a lot of research to do.</p> <p>Click on each of the buttons to learn more about each resource.</p>	<p>Video fades out when Vo says “to find ...for your property” revealing the row of apartments background image and the light blue rectangle.</p> <p>Atsumi’s avatar fades in when VO says “looking to replace the roof”. Atsumi’s position changes to pointing to the buttons after VO says “a lot of research to do.”</p> <p>Each of the four buttons fades in from the bottom up, when VO says “click on each of the</p>

<p>with both hands pointed to the left where light blue rectangle is.</p> <p>Four buttons appear lined up on the left from top to bottom within the light blue rectangle. They are darker blue rounded rectangles bordered in white.</p>			<p>buttons...”</p> <p>Next button is hidden until all layers have been visited.</p>
Notes:			

Slide 1.9a/ Layer: Referrals			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background image of apartments and light blue rectangle remain.</p> <p>No top border is showing.</p> <p>Atsumi is now on the right side of screen with thumb up and a smile.</p> <p>A light orange box with orange border appears within the light blue rectangle. It is the same width as the light blue rectangle. Heading within the box is orange. Text is black and bulleted.</p> <p>A caption bubble will appear between Atsumi and the rectangles.</p>	<p>[Heading of Box] Referrals</p> <p>[Bulleted Text in Box] Word of mouth is the best way you can find IC's to do the job.</p> <p>Be sure to pay it forward and refer IC's to others as well.</p> <p>[Atsumi caption] I will check in with friends and family, as well as other property managers to find a roofer for my property.</p>	<p>[Atsumi] Word of mouth is the best way you can find IC's to do the job.</p> <p>Be sure to pay it forward and refer IC's to others as well.</p> <p>I will check in with friends and family, as well as other property managers to find a roofer for my property.</p>	<p>Text fades in timed with VO.</p> <p>Atsumi's caption fades in timed with VO.</p> <p>The X to close the layer appears in the top right corner just before the timeline ends.</p>
Notes:			

Slide 1.9b/ Layer: Apps & Websites

Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background image of apartments and light blue rectangle remain.</p> <p>No top border is showing.</p> <p>Atsumi is now on the right side of screen pointing to a phone in her hand.</p> <p>A light orange box with orange border appears within the light blue rectangle. It is the same width as the light blue rectangle. Heading within the box is orange. Text is black and bulleted.</p> <p>A caption bubble will appear between Atsumi and the rectangles.</p>	<p>[Heading of Box] Apps & Websites</p> <p>[Bulleted Text in Box] Facebook Yelp Thumbtack Home Advisor Google Business Profile The Blue Book Construct Connect</p> <p>[Atsumi caption] I am able to compare many different contractors through these apps and websites.</p>	<p>[Atsumi] Apps and websites like Facebook, Yelp, Thumbtack, Home Advisor, Google Business Profile, The Blue Book, and Construct Connect are great resources for finding a contractor.</p> <p>I am able to compare many different contractors through these apps and websites.</p>	<p>Text fades in timed with VO.</p> <p>Atsumi's caption fades in timed with VO.</p> <p>The X to close the layer appears in the top right corner just before the timeline ends.</p>
Notes:			

Slide 1.9c/ Layer: Better Business Bureau

Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background image of apartments and light blue rectangle remain.</p> <p>No top border is showing.</p> <p>Atsumi is now on the right side of screen pointing to her head.</p> <p>A light orange box with orange border appears within the light blue</p>	<p>[Heading of Box] Better Business Bureau</p> <p>[Text in Box] Look up accredited IC's BBB profile to view their certifications, reviews, any complaints filed, and potential scams that others have experienced.</p>	<p>[Atsumi] Better Business Bureau</p> <p>Look up accredited IC's BBB profile to view their certifications, reviews, any complaints filed, and potential scams that others have experienced.</p> <p>Reviewing an IC for hire on their BBB profile really gives me peace of mind!</p>	<p>Text fades in timed with VO.</p> <p>Atsumi's caption fades in timed with VO.</p> <p>The X to close the layer appears in the top right corner just before the timeline ends.</p>

<p>rectangle. It is the same width as the light blue rectangle. Heading within the box is orange. Text is black.</p> <p>A caption bubble will appear between Atsumi and the rectangles.</p>	<p>[Atsumi caption] Reviewing an IC for hire on their BBB profile really gives me peace of mind!</p>		
Notes:			

Slide 1.9d/ Layer: Local Resources			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background image of apartments and light blue rectangle remain.</p> <p>No top border is showing.</p> <p>Atsumi is now on the right side of screen pointing to a page in a notebook.</p> <p>A light orange box with orange border appears within the light blue rectangle. It is the same width as the light blue rectangle. Heading within the box is orange. Text is black .</p> <p>A caption bubble will appear between Atsumi and the rectangles.</p>	<p>[Heading of Box] Local Resources</p> <p>[Text in Box] Ask other communities nearby, management companies, suppliers, and even utility companies for referrals.</p> <p>[Atsumi caption] Don't forget to check your local newspaper when looking for an IC to hire!</p>	<p>[Atsumi] Check those local resources.</p> <p>Ask other communities nearby, management companies, suppliers, and even utility companies for referrals.</p> <p>Don't forget to check your local newspaper when looking for an IC to hire!</p>	<p>Text fades in timed with VO.</p> <p>Atsumi's caption fades in timed with VO.</p> <p>The X to close the layer appears in the top right corner just before the timeline ends.</p>
Notes:			

Slide 1.10/ Menu Title: [Hidden from Menu]			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Top border is the same as slide 1.9.</p>	<p>[Slide Title] Finding Contractors for</p>	<p>[Atsumi] So what happens after you locate an</p>	<p>Next button remains hidden.</p>

<p>Same background image as previous slide (row of apartments) only now it is taking up the whole screen.</p> <p>Atsumi is still on right side of screen as all the layers of 1.9 but her pose is a shrug with both hands out.</p> <p>The same Uptown Heights logo from slide 1.3 appears in the same position as it was on that slide.</p>	<p>Hire</p> <p>[Atsumi caption] So what happens when you locate an independent contractor you can trust?</p> <p>Click the Uptown Heights logo and we'll learn about the bidding process next.</p>	<p>independent contractor you can trust? Click the Uptown Heights logo and we'll learn about the bidding process next.</p>	<p>Atsumi 's captions fade in timed with the VO.</p> <p>Uptown Heights logo fades in when mentioned in the VO.</p> <p>User clicks logo to continue on.</p>
Notes:			

Slide 1.11/ Menu Title: <i>Bidding Process</i>			Objective #3
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Same background image from layer 1.4a & slide 1.5: Atsumi's office, for a smooth transition to this slide. Semitransparent shape still overlays the background image.</p> <p>Top border is showing.</p> <p>Atsumi has 2 poses, gesturing to learner with hands out, and one where she is pointing one finger to the left while facing left.</p> <p>In the center there are three stars each of a different palette color. Horizontally arranged left to right. Atsumi will fade out before any of them appear.</p>	<p>[Slide Title] The Bidding Process</p> <p>[Star Titles]</p> <p>Scope & Specifications</p> <p>The Bidding Process</p> <p>Awarding the Contract</p>	<p>[Atsumi] The bidding process will help you select the best contractor for the job. There are 3 steps in this process.</p> <p>Scope and specifications make up the first step in the bidding process. The second step is bidding. This is your opportunity to find someone who meets your quality standards.</p> <p>The third step involves awarding the contract to the IC of your choice.</p> <p>There is a lot to know about each of these steps. Click on each of the stars in order from left to right and I'll walk you through the details about each phase of the bidding process.</p>	<p>This is the home slide for a branching to three slides, one for each rectangle shown on the screen. The rectangles will act as custom buttons. When the learner clicks each one, they will jump to the corresponding slide.</p> <p>Scope & Specifications star – Jumps to 1.12</p> <p>Bidding Process star – Jumps to 1.13</p> <p>Awarding the Contract star – Jumps to 1.14</p> <p>The Next button in the player is disabled until all three stars are selected and therefore all three branching slides are visited. The</p>

<p>Each star is labeled with a title for a step of the bidding process.</p>			<p>learner will be returned to this home slide after visiting each slide linked to each of the three stars.</p> <p>The stars will have visited states so when the learner returns to this home slide, it is clear which rectangle they've already viewed.</p> <p>The three stars are restricted to the learner until the VO ends. Once the buttons are released, the learner will be able to click on them in any order (although the directions guide the learner to click from left to right).</p> <p>Atsumi fades out from her gesturing pose to her pointing pose when VO says "three steps".</p> <p>The stars each appear as mentioned, timed with VO. Animation for each star is Zoom with a vanishing point as object center for 1 second.</p> <p>Atsumi's animation is a motion path to the right. As the first star is introduced, Atsumi slowly moves to the right until she is just to the right of the 2nd star being introduced. She</p>
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			<p>fades away before the 3rd star is introduced.</p> <p>Once the learner views the three slides that branch from this one, the Next button will be displayed.</p> <p>The Next button will jump to Slide 1.15.</p>
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Notes:

Slide 1.12/ Menu Title: <i>Scope & Specifications</i>			Objective #3
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Top border shown.</p> <p>Background image is a close-up of people signing a contract and a beige semitransparent overlay to dim it.</p> <p>In the middle of the screen Atsumi's avatar is in a pose with one hand gesturing out to the learner.</p> <p>The blue Scope & Specs star from slide 1.11 now appears on either side of Atsumi but they are labeled separately as "Scope" (star on the left) and "Specifications" (star on the right).</p> <p>There is a caption bubble to the left of Atsumi's head.</p>	<p>[Slide Title] Scope & Specifications</p> <p>[Star Titles]</p> <p>Scope</p> <p>Specifications</p> <p>[Atsumi caption] It's time to draft up our scope and specifications, the first step of the bidding process.</p> <p>Click on each of the stars below to learn a little more about each one.</p>	<p>[Atsumi] It's time to draft up our scope and specifications, the first step of the bidding process.</p> <p>Click on each of the stars below to learn a little more about each one.</p>	<p>Next button is hidden until both stars have been visited.</p> <p>Atsumi's caption fades in timed with VO.</p> <p>Stars appear when VO mentions to click on them. The animation is a zoom in at object center for one second for both.</p> <p>Each star has a visited state to indicate the layer has been viewed when clicked.</p> <p>Next button appears after star layers have been visited.</p> <p>Next button takes learner back to slide 1.11.</p>

Notes:			
Slide 1.12a/ Layer: <i>Scope</i>			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background changes to a light blue rectangle taking up entire slide.</p> <p>Top border from baselayer remains. Scope star is in same position as it was on baselayer.</p> <p>A white rounded rectangle outlined in blue appears with bulleted information and a heading.</p> <p>A white X appears in top right corner of slide.</p>	<p>[Slide Title] Scope & Specifications</p> <p>[Star Label] Scope</p> <p>[Heading in White Rec] What is Scope?</p> <p>[Text in White Rec] General description of the work to be completed under a contract</p> <p>Includes a timeline, milestones, and reports</p> <p>Presented with specifications</p>	<p>[Atsumi] So what exactly is scope? Scope is a general description, or outline, of the work that will need to be completed under a contract.</p> <p>Scope includes a timeline for the job, milestones of completion, and reports of progress. Scope will need to be presented with the specifications for a project.</p>	<p>Text in rec fades in as a paragraph timed with VO.</p> <p>The X to close the layer appears in the top right corner just before the timeline ends.</p> <p>Scope star state changes to visited when clicked.</p>
Notes:			

Slide 1.12b/ Layer: <i>Specifications</i>			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background changes to a light blue rectangle taking up entire slide.</p> <p>Top border from baselayer remains.</p> <p>Specifications star is in same</p>	<p>[Slide Title] Scope & Specifications</p> <p>[Star Label] Specifications</p>	<p>[Atsumi] So what are the Specifications?</p> <p>Specifications are the descriptions of all the materials, equipment, and methods needed to fulfill a project.</p>	<p>Text in rec fades in as a paragraph timed with VO.</p> <p>The X to close the layer appears in the top right corner just before the timeline ends.</p>

<p>position as it was on baselayer.</p> <p>A white rounded rectangle outlined in blue appears with bulleted information and a heading.</p> <p>A white X appears in top right corner of slide.</p>	<p>[Heading in White Rec] What are Specifications?</p> <p>[Text in White Rec] Descriptions of all the materials, equipment, and methods needed to fulfill the project Accurate and complete for a successful bidding experience</p> <p>Include all the what, how, when, and where aspects</p>	<p>Accurate and complete specifications are necessary for a successful bidding experience.</p> <p>I will be sure to include all of the what, how, when, and where aspects of my roofing job in my specifications.</p>	<p>Specifications star state changes to visited when clicked.</p>
Notes:			

Slide 1.13/ Menu Title: <i>Bidding</i>			Objective #3
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Top border shown.</p> <p>Background image photographic image of a few contractors walking up a ladder with their backs to the learner.</p> <p>Bidding star is in same position as Scope star was on slide 1.12. It is the same color and size as it was on slide 1.11.</p> <p>On the right side of the screen Atsumi's avatar is in a pose with one hand on her head as if looking off into the distance.</p>	<p>[Slide Title] Bidding</p> <p>[Star Title] Bidding</p> <p>[Atsumi caption] Now to solicit bids from at least 3 different contractors!</p>	<p>[Atsumi] Now to solicit bids from at least 3 different contractors!</p> <p>Click on the bidding star to learn more about how this works.</p>	<p>Next button is hidden until the star layer has been visited.</p> <p>Atsumi's caption fades in timed with VO.</p> <p>Star appears when VO mentions to click on it. The animation is a zoom in at object center for one second.</p> <p>The star has a visited state to indicate the layer has been viewed when clicked.</p> <p>Next button appears after star layer has been visited.</p>

There is a caption bubble to the left of Atsumi's head.			Next button takes learner back to slide 1.11.
Notes:			

Slide 1.13a/ Layer: <i>Bidding Layer</i>			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background changes to a light blue rectangle taking up entire slide.</p> <p>Top border from baselayer remains.</p> <p>Bidding star is in same position as it was on baselayer.</p> <p>A white rounded rectangle outlined in blue appears with bulleted information and a heading.</p> <p>A white X appears in top right corner of slide.</p>	<p>[Slide Title] Bidding Layer</p> <p>[Star Label] Bidding</p> <p>[Heading in White Rec] Bidding Tips</p> <p>[Text in White Rec] Keep bidding information private</p> <p>Look for the best quality service, not necessarily the lowest expense</p> <p>Solicit bids from multiple contractors</p> <p>Present all bidders with the same specifications</p>	<p>[Atsumi] First, keep your bidding information private. Do not share details with any of your staff or any other contractors.</p> <p>Second, look for the best quality service, not necessarily the lowest expense.</p> <p>Third, be sure to solicit bids from multiple contractors so you can get the most qualified IC's and attempt to keep your costs low.</p> <p>Finally, present all bidders with the same specifications so you can accurately compare their services.</p>	<p>Text in rec fades in as a paragraph timed with VO.</p> <p>The X to close the layer appears in the top right corner just before the timeline ends.</p> <p>Bidding star state changes to visited when clicked.</p>
Notes:			

Slide 1.14/ Menu Title: <i>Awarding the Contract</i>			Objective #3
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Top border shown.	[Slide Title]	[Atsumi]	Next button is hidden until the

<p>Background image photographic, close-up image of a handshake. Awarding the Contract star is in same position as Scope star was on slide 1.12. It is the same color and size as it was on slide 1.11.</p> <p>On the right side of the screen Atsumi's avatar is holding a poster.</p> <p>There is text on Atsumi's poster.</p>	<p>Awarding the Contract</p> <p>[Star Title]</p> <p>Awarding the Contract</p> <p>[Atsumi's Poster]</p> <p>It's time to get ready to award the contract to the roofer I have chosen for my job.</p>	<p>Awarding the Contract</p> <p>[Atsumi's Poster]</p> <p>It's time to get ready to award a contract after your scope and specifications, and bidding are completed. Click the star to learn more about the preparation contracts involve.</p>	<p>star layer has been visited.</p> <p>Atsumi's poster text fades in timed with VO.</p> <p>Star appears when VO mentions to click on it. The animation is a zoom in at object center for one second.</p> <p>The star has a visited state to indicate the layer has been viewed when clicked.</p> <p>Next button appears after star layers have been visited.</p> <p>Next button takes learner back to slide 1.11.</p>
Notes:			

Slide 1.14a/ Layer: Contracts			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background changes to a light blue rectangle taking up entire slide.</p> <p>Top border from baselayer remains.</p> <p>Awarding the Contract star is in same position as it was on baselayer.</p> <p>A white rounded rectangle outlined in blue appears with bulleted information and a heading.</p>	<p>[Slide Title]</p> <p>Awarding the Contract</p> <p>[Star Label]</p> <p>Awarding the Contract</p> <p>[Heading in White Rec]</p> <p>Awarding Contracts</p> <p>[Text in White Rec]</p> <p>Always check references before accepting a bid or</p>	<p>[Atsumi]</p> <p>Awarding contracts.</p> <p>Always check references before accepting a bid or awarding the contract.</p> <p>Local references are key to inspecting the work visually before hiring.</p> <p>I would also check the BBB to make sure there haven't been any complaints about the contractor I chose.</p>	<p>Text in rec fades in as a paragraph timed with VO.</p> <p>The X to close the layer appears in the top right corner just before the timeline ends.</p> <p>Awarding the Contract star state changes to visited when clicked.</p>

A white X appears in top right corner of slide.	<p>awarding the contract</p> <p>Local references are key to inspecting the work visually before hiring</p> <p>Check the BBB for any complaints</p>		
Notes:			

Slide 1.15/ Menu Title: <i>Knowledge Check</i>			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Same semitransparent blue rectangle background as before, but with KC top border color scheme.</p> <p>Use built-in matching true/false template.</p>	<p>[Slide Title] Knowledge Check</p> <p>[Question]</p> <p>Is the following statement true or false?</p> <p>The bidding process starts with bidding, then laying out your scope and specifications, then awarding the contract.</p> <p>True</p> <p>False [correct]</p>	<p>[Atsumi]</p> <p>Time for a knowledge check. This is a chance to check for understanding before continuing with the module.</p> <p>Is the following statement true or false?</p> <p>The bidding process starts with bidding, then laying out your scope and specifications, then awarding the contract.</p> <p>True</p> <p>False</p>	<p>Next button is hidden.</p> <p>Learner will have 2 attempts. After first incorrect attempt, they will be sent to the “try again” layer with a “try again” button.</p> <p>After second incorrect attempt, they will be taken to the “incorrect” layer with feedback on correct answer, and a continue button.</p> <p>After a correct answer is submitted, learner will be taken to the “correct layer” and receive a continue button.</p> <p>Continue buttons on layers will take learner to slide 1.16.</p>
Notes:			

Slide 1.15a/ Layer: <i>Correct Layer</i>			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Black rectangle with all slide text inside appears in the center. Base layer is dimmed behind the rectangle.</p> <p>A green check mark appears with text.</p> <p>Continue button is inside text rectangle.</p>	<p>[Slide Text] Correct That's right! You selected the correct response.</p> <p>[button] Continue</p>		Continue button takes learner to slide 1.16.
Notes:			

Slide 1.15b/ Layer: <i>Incorrect Layer</i>			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Black rectangle with all slide text inside appears in the center. Base layer is dimmed behind the rectangle.</p> <p>A red x appears with text.</p> <p>Continue button is inside text rectangle.</p>	<p>[Slide Text] Incorrect</p> <p>That is incorrect. The process starts with drafting up your scope and specifications. Then you can bid on the contractor of your choice. Finally, award the contract.</p> <p>[button] Continue</p>		Continue button takes learner to slide 1.16.
Notes:			

Slide 1.16/ Menu Title: <i>Contracts</i>			Objective #2
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:

<p>Background image is a photographic, close-up of someone reviewing a contract. It only takes the far right 75% of the slide. It has a smooth, faded border.</p> <p>There is a semitransparent blue rectangle covering the entire screen behind the photographic image.</p> <p>Atsumi's avatar is on top of the blue rectangle with her hands on her hips, learner only sees her from waist up. Her second pose is with her pointer finger up.</p> <p>A white rectangle the same size as the top border appears with a definition of a contract inside of it.</p> <p>There are 3 more smaller rectangles from top to bottom, aligned vertically, that have blue borders. They are centered between Atsumi and the right edge of the screen. Each will have text regarding contract tips inside.</p>	<p>[Slide Title] Contract Tips</p> <p>[definition box] A contract is a legally-binding, written agreement between two parties that creates an obligation to perform a particular service.</p> <p>[Tip 1] A contract offers protection for me, my employees, my property management company, and the owner.</p> <p>[Tip 2] My contract will be unique to my local, state, and federal laws.</p> <p>[Tip 3] I will make sure an attorney reviews the terms for my roofing contract before it is signed.</p>	<p>[Atsumi] Let's take a look at what a contract actually is. A contract is a legally-binding, written agreement between two parties that creates an obligation to perform a particular service such as fixing the roof of my property.</p> <p>A contract offers protection for me, my employees, my property management company, and the owner. My contract will be unique to my local, state, and federal laws. I will make sure an attorney reviews the terms for my roofing contract before it is signed.</p> <p>Click next to discover how contracts can help you minimize risk.</p>	<p>Next button is disabled until timeline ends.</p> <p>Top definition box fades in timed with VO.</p> <p>Photographic image fades out after definition is read and before contract tips start, revealing only the blue rectangle background.</p> <p>Atsumi starts in hands on hips position and fades to the pose with finger up when the first contract tip is mentioned in VO.</p> <p>Each of the 3 contract tip boxes fade in timed with VO.</p> <p>When the learner clicks on the Next button, it will jump to Slide 1.17.</p>
Notes:			

Slide 1.17/ Menu Title: <i>Minimizing Risk</i>			Objective #4
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
The entire slide is taken up by an accordion interaction. No top border	[Heading Box] Discover the four ways	[Atsumi] Managing properties involves hiring as	The Next button will be restricted until all 4 of the tabs

<p>Four tabs displaying the tab titles takes up about 1/3-1/4 of the accordion area, and are shown vertically, leaving the remainder space for content to show within the accordion frame.</p> <p>The closed accordion will show on the screen to start.</p> <p>When the learner clicks on each tab, it will pop to its open position and display the information for that tab.</p> <p>Each tab should be a different palette color. The layer associated with each tab, and therefore the “open” section of each accordion area should have the same background palette color as the tab for that section.</p> <p>A photographic image of someone’s hand signing a contract takes the space next to the tabs at first, covering all but the tabs and heading box.</p> <p>A heading box remains at the top of the screen next to the tabs and a smaller one with directions appears at the bottom after the photographic image fades out. In between them is the subtitle of the slide on the closed accordion (behind photographic</p>	<p>contracts help to minimize risk when hiring an independent contractor.</p> <p>[Tab Titles in order left to right]</p> <p>Certificates of Insurance</p> <p>Payment & Performance Bonds</p> <p>Multiple Payee Options</p> <p>Lien Wavers</p> <p>[Subtitle of slide] Minimizing Risk with Contracts</p> <p>[Directions box] Select each tab to learn more.</p>	<p>well as overseeing contractors to perform all kinds of services. These services can include cleaning, landscaping, repairs, maintenance, and more. Due to the nature of this scenario, property managers can be exposed to risks and liabilities. Some potential risks include disputes, fraud, damages, lawsuits, and accidents. Thankfully there are methods in place to help reduce these risks when managing independent contractors.</p> <p>Click on the tabs to learn about each of the four ways to minimize risk: lien wavers, multiple payee options, payment and performance bonds, and certificates of insurance.</p>	<p>have been selected and all 4 layers have been viewed.</p> <p>Photographic image fades away to reveal slide subtitle for closed accordion when VO says “thankfully there are methods in place...”</p> <p>Small directions box appears when VO says “click on the tabs...”</p> <p>Each of the tabs change color or are highlighted when mentioned, timed with VO.</p> <p>Tabs have hover states.</p> <p>The learner will be able to click on tabs, which will open the accordion and show the corresponding slide layer. When the learner clicks on each tab, the accordion will reveal the corresponding layer. Each layer will show the accordion in the open position and have content related to the tab title.</p> <p>When the learner clicks on the Next button, it will jump to Slide 1.18.</p>
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image), with palette colors throughout the slide.			
Notes:			

Slide 1.17a/ Layer: <i>Lien Wavers</i>			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Unique image related to tab content shown on left side within open accordion. Text is to the right of the image.</p> <p>Lien Wavers tab has moved over the far right of the screen. The other 3 tabs remain in the same position that there were on base layer.</p> <p>Bullet points listed in open portion of accordion within a rectangle that is the same color, or a shade lighter, than the tab itself.</p> <p>X icon for closing tab appears at top of tab.</p>	<p>[Subtitle Text]</p> <ul style="list-style-type: none"> ✓ Mutually beneficial ✓ Good practice to have lien wavers signed and notarized ✓ Ensures only one pay out for service ✓ Claims cannot be filed against the property management company ✓ Good practice to have lien wavers when preparing a contract 	<p>[Atsumi]</p> <p>Lien wavers are documents that are mutually beneficial for property managers and contractors. It is good practice to have lien wavers signed and notarized when preparing a contract for services on your property. Filing them ensures you will only have to pay out the contractor once. Claims cannot be filed against the property management company if lien wavers are filed. Requiring lien wavers is good practice when preparing a contract.</p>	<p>Text fades in timed with VO.</p> <p>Learner must close this tab with the x that appears at the top of the tab after layer audio completes, automatically bringing them back to the base layer to select a new tab.</p>
Notes:			

Slide 1.17b/ Menu Title: <i>Multiple Payee Options</i>			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Unique image related to tab content shown on left side within open accordion. Text is to the right of the image.</p> <p>Lien Wavers and Multiple Payee Options tab have now moved over to</p>	<p>[Subtitle Text]</p> <ul style="list-style-type: none"> ✓ Secures payment for both parties ✓ Disbursement checks made payable to contractor and supplier 	<p>[Atsumi]</p> <p>Multiple payee options help secure payment for both parties. Disbursement checks are made payable to both the contractor and supplier. Pay methods can also include credit cards, payroll software, and wire transfers. Be sure to complete a</p>	<p>Text fades in timed with VO.</p> <p>Learner must close this tab with the x that appears at the top of the tab after layer audio completes, automatically bringing them back to the base</p>

<p>the far right of the screen. The other 2 tabs remain in the same position that they were on base layer.</p> <p>Bullet points listed in open portion of accordion within a rectangle that is the same color, or a shade lighter, than the tab itself.</p> <p>X icon for closing tab appears at top of tab.</p>	<ul style="list-style-type: none"> ✓ Pay methods can also include credit cards, payroll software, and wire transfers ✓ Form 1099-NEC for each IC you have paid at least \$600 during the year 	<p>Form 1099-NEC (Non-Employee Compensation) for each IC if you have paid them at least \$600 during the year.</p>	<p>layer to select a new tab.</p>
Notes:			

Slide 1.17c/ Layer: <i>Payment & Performance Bonds</i>			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Unique image related to tab content shown on left side within open accordion. Text is to the right of the image.</p> <p>Lien Wavers, Multiple Payee, and Payment & Perf tabs have all moved over the far right of the screen. The other tab remains in the same position that it was on base layer.</p> <p>Bullet points listed in open portion of accordion within a rectangle that is the same color, or a shade lighter, than the tab itself.</p> <p>X icon for closing tab appears at top of tab.</p>	<p>[Subtitle Text]</p> <ul style="list-style-type: none"> ✓ Insurance company or bank-issued bonds ✓ Guarantees satisfactory job completion ✓ Required by lenders for new construction ✓ Required by law in certain states for larger jobs on your property 	<p>[Atsumi]</p> <p>Payment and performance bonds are insurance company or bank-issued bonds. Having these guarantees satisfactory job completion for your property. Bonds are required by lenders for any service involving new construction. They are also required by law in some states for large jobs you may need completed on your property.</p>	<p>Text fades in timed with VO.</p> <p>Learner must close this tab with the x that appears at the top of the tab after layer audio completes, automatically bringing them back to the base layer to select a new tab.</p>
Notes:			

Slide 1.17d/ Layer: *Certificates of Insurance*

Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Unique image related to tab content shown on left side within open accordion. Text is to the right of the image.</p> <p>All 4 tabs have moved over to the far right of the screen.</p> <p>Bullet points listed in open portion of accordion within a rectangle that is the same color, or a shade lighter, than the tab itself.</p> <p>X icon for closing tab appears at top of tab.</p>	<p>[Subtitle Text]</p> <ul style="list-style-type: none">✓ Proof of liability and workers comp for IC's✓ Protects from liability in the event of injury or damage caused by contractor negligence✓ Only use contractors with insurance coverage	<p>[Atsumi]</p> <p>Certificates of insurance offer proof of liability and workers compensation for independent contractors. Insurance protects property managers from liability in the event of injury or damage caused by contractor negligence. It is recommended to only hire contractors with insurance coverage.</p>	<p>Text fades in timed with VO.</p> <p>Learner must close this tab with the x that appears at the top of the tab after layer audio completes, automatically bringing them back to the base layer to select a new tab.</p>

Notes:**Slide 1.18/ Menu Title: *[Labeled on Menu as Assessment]***

Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background is a light blue rectangle. Top border is darker blue (see quiz slides border style)</p> <p>Atsumi has 2 poses. First one is holding a notebook with hand on hip. Second pose is Atsumi with 5 fingers in the air. Both appear on the right side of the screen.</p> <p>A rectangle with rounded corners appears with text relating to four bulleted quiz tips.</p>	<p>[Slide Title]</p> <p>Graded Quiz</p> <p>[Bulleted Quiz Tips]</p> <ul style="list-style-type: none">✓ You are about to take the graded quiz assessment for this course.✓ Please use the menu to go back and review any information you wish before you proceed.✓ There are 5 questions.	<p>[Atsumi]</p> <p>You are about to take the graded quiz assessment for this course. Please use the menu to go back and review any information you wish before you proceed. There are 5 questions. You must score at least an 80% to pass. Click next to begin when you are ready.</p>	<p>Text fades in timed with VO.</p> <p>When VO gets to 2nd bullet point and says "There are 5 questions...." Atsumi's pose fades from hand on hip to five fingers up.</p> <p>Quiz begins when user clicks next.</p>

	<p>You must score at least an 80% to pass.</p> <p>✓ Click next to begin when you are ready.</p>		
Notes:			

Slide 1.19/ Menu Title: Assessment [All assessment slide titles should be hidden from the menu]			Objective #3
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>All 5 assessment question slides should have the same layout and formatting.</p> <p>Top Border looks the same as slide 1.18 except with a different title.</p> <p>Background is light blue with a border the same color as top border separating question text space from the choices underneath.</p>	<p>[Slide Title] Knowledge Check</p> <p>[Question]</p> <p>Match the steps of the bidding process in the correct order.</p> <p>[Left side of matching] Step 1 Step 2 Step 3</p> <p>[Right side in order] Layout your scope and specifications needed for the job.</p> <p>Solicit bids from a few IC's you have decided on.</p> <p>Award a contract to the IC of your choice.</p>		<p>Score by question with 1 attempt for each quiz question as the learner progresses through the quiz. They will be able to Retake the entire quiz at the end if they do not pass.</p> <p>Results slide 1.24; graded quiz slide – T/F or multiple choice style.</p> <p>When learner clicks Submit, submit multiple choice or T/F and advance to next slide.</p> <p>The learner will not receive <i>immediate</i> feedback with Correct or Incorrect feedback layers. They should answer all of the questions sequentially FIRST in the graded assessment, then receive their score on the Results slide.</p> <p>If they do not pass, they can come back and review the quiz.</p>

Notes:

Slide 1.20/ Menu Title: [All assessment slide titles should be hidden from the menu]			Objective #1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same visual layout for Slides 1.19, 1.20, 1.21, 1.22, 1.23	<p>[Slide Title] Question 2</p> <p>[Question] Which of the following are benefits of hiring an independent contractor? Check all that apply.</p> <p>[Answer Choices] Independent contractors can join your group insurance plan.</p> <p>Your regular maintenance employees will be distracted with more work.</p> <p>You will be able to onboard them with the rest of your employees.</p> <p>Independent contractors bring their own specialized skills and equipment to do the job. [correct]</p>		Same settings for Slides 1.19, 1.20, 1.21, 1.22, 1.23
Notes:			

Slide 1.21/ Menu Title: [All assessment slide titles should be hidden from the menu]			Objective #2 & 3
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Same visual layout for Slides 1.19, 1.20, 1.21, 1.22, 1.23</p>	<p>[Slide Title] Question 3</p> <p>[Question] Nelson is ready to hire a painter to complete a project at the apartment complex he manages. Which choice describes one way in which Nelson can ensure he minimizes the risk to his company? [Answer Choices]</p> <p>Nelson should have lien waivers signed and notarized. [correct]</p> <p>Nelson can hire a painter without insurance coverage since it is a small job that will only take a few days to complete.</p> <p>Nelson should pay the contractor in cash instead of using disbursement checks or wire transfers.</p> <p>Nelson should forgo the performance bonds since this is not a new</p>	<p>[Insert Script Text]</p>	<p>Same settings for Slides 1.19, 1.20, 1.21, 1.22, 1.23</p>

	construction job and it will be completed in a few days.		
Notes:			

Slide 1.22/ Menu Title: [All assessment slide titles should be hidden from the menu]			Objective #4
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same visual layout for Slides 1.19, 1.20, 1.21, 1.22, 1.23	<p>[Slide Title] Question 4</p> <p>[Question] Which of the choices below shows the four ways you can use contracts to minimize risk?</p> <p>[Answer Choices]</p> <p>1. lien wavers, health insurance, multiple payee payments, and payment and performance bonds</p> <p>2. lien wavers, certificates of insurance, multiple payee payments, and payment and performance bonds [correct]</p> <p>3. specifications, health insurance, multiple payee payments, and payment and performance bonds</p>	<p>[Insert Script Text]</p>	Same settings for Slides 1.19, 1.20, 1.21, 1.22, 1.23

	4. lien waivers, health insurance, multiple payee payments, and scope and specifications		
Notes:			

Slide 1.23/ Menu Title:		Objective #3 & 4	
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same visual layout for Slides 1.19, 1.20, 1.21, 1.22, 1.23	<p>[Slide Title] Question 5</p> <p>[Question] Helen is a property manager who needs to hire an exterminator for her apartment complex. Which of the following is the best recommendation for Helen?</p> <p>[Answer Choices]</p> <p>1. Helen should ask a friend for the name of a reliable exterminator, bid on that contractor immediately, then share the scope and specifications with them.</p> <p>2. Helen should contact the first contractor she finds on Yelp, award the</p>	[Insert Script Text]	Same settings for Slides 1.19, 1.20, 1.21, 1.22, 1.23

	<p>contract to them, draft up the scope and specifications for the project, and then check references.</p> <p>3. Helen should bid on multiple contractors after researching the best person for the job. Then she can award a contract to the exterminator of her choice. Finally, she should check their references.</p> <p>4. Helen should gather names of IC's after consulting various sources, draft up the scope and specifications, bid on multiple contractors who fit her needs, check references, and then award the contract to the IC of her choice. [correct]</p>		
Notes:			

Slide 1.24/ Menu Title: <i>Quiz Results</i>			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Color from palette shows as background on slide.	[Slide Title] Quiz Results	[Insert Script Text]	Use a Result side to show Success layer 1.24a when

Top border matches Quiz Intro slide.	Your Score: XX % Passing Score: YY %		<p>timeline starts if results are equal to or greater than the passing score.</p> <p>Show Failure layer 1.24b when timeline starts if results are less than passing score.</p> <p>Base layer will be visible (show through) from Success or Failure slide layers. Results variable reference shows the percent score only. Do not show the points variable reference.</p> <p>Built in graded quiz variable reference displays learner score where XX appears on slide</p> <p>80% to pass shown where YY appears on slide</p>
Notes:			

Slide 1.24a/ Layer Success Layer			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Atsumi avatar appears, cheering happily.</p> <p>Green checkmark next to slide text</p> <p>Results box in center showing % earned.</p> <p>Two orange buttons below results</p>	<p>[Slide Title] Quiz Results</p> <p>[Slide text] Nice job. You passed.</p> <p>[left button] Review Quiz</p>	<p>[Atsumi] Congratulations! You passed the Property Mangement's Guide to Hiring Contractors course. You can click review quiz to see your results in detail. Click continue to move on to the next slide when you are ready.</p>	<p>Atsumi fades in timed with VO start.</p> <p>Next button is hidden.</p> <p>Review button: shows correct/incorrect responses when clicked.</p>

box. Left button for reviewing quiz, right button to continue.	[right button] Continue		Continue button jumps to Slide 1.25.
Notes:			

Slide 1.24b/ Layer: <i>Failure Layer</i>			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Atsumi avatar appears, looking disappointed.	[Slide Title] Quiz Results	[Atsumi] Unfortunately you did not pass the quiz. Click review to see your results. Then click retry quiz to try again.	Atsumi fades in timed with VO start.
Red x next to slide text	[Slide text] Sorry, you didn't pass.		Retry button resets results and jumps to slide 1.19 assessment, when clicked.
Results box in center showing % earned.	[left button] Review Quiz		Review button shows correct/incorrect response when clicked.
Two orange buttons below results box. Left button for reviewing quiz, right button to retry.	[right button] Retry Quiz		
Notes:			

Slide 1.25/ Menu Title: <i>Summary [Hidden from Menu]</i>			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Slide appears very similar to 1.5 objectives. We are back in Atsumi's office. Semitransparent beige rectangle on top of office photographic background image.	[Slide Title] Summary	[Atsumi] I'm glad you could follow along with me as I prepare to hire a roofer for Uptown Heights.	Next button is hidden until timeline ends on this slide.
Same 4 objectives rectangles with numbered circles from slide 1.5 appear in the same location.	[Atsumi caption] <i>(insert name of learner again)</i> , I'm glad you could follow along with me as I prepare to hire a roofer for Uptown Heights.	You are now able to . . .	Slide starts with Atsumi talking to learner in pose 1. Captions fade in timed with VO.
Ted's avatar joins us again with 2 poses: 1. Ted on left of screen facing right		Identify reasons to hire a contractor. Describe the process of hiring a contractor. Arrange the steps of the bidding process in the correct order.	Each objective and its numbered circle fade in timed with VO. As each one fades in, Atsumi's avatar changes to point to them respectively.

<p>and talking to Atsumi</p> <p>2. Ted in place of Atsumi on right side of screen, talking to the learner.</p> <p>Atsumi's avatar has 5 poses, all of which are situated on right side of objectives:</p> <ol style="list-style-type: none"> 1. Gesturing to learner with both hands out. 2. Right hand pointing to 1st obj. 3. Right hand touching 2nd obj and left hand touching 3rd obj. 4. Right hand touching 4th obj. 5. Atsumi smiling with hands clasped facing learner. <p>Caption bubbles for Ted and Atsumi are present throughout their VO.</p>	<p>You are now able to . . .</p> <p>[Objectives]</p> <ol style="list-style-type: none"> 1. Identify reasons to hire a contractor. 2. Describe the process of hiring a contractor. 3. Arrange the steps of the bidding process in the correct order. 4. Explain ways that contracts minimize risk. 	<p>Explain ways that contracts minimize risk.</p> <p>[Ted]</p> <p>Thank you, Atsumi for taking care of the roofing situation at Uptown Heights. And for helping to inform others about hiring independent contractors.</p> <p>Please click the next button to continue.</p>	<p>After the 4th objective, Ted appears on the left in his first pose when VO says, "Thank you Atsumi..." Just after he appears, Atsumi changes to her pose #5.</p> <p>Ted moves on a motion path toward Atsumi as he talks.</p> <p>Atsumi fades out and Ted takes her spot in his 2nd pose asking the learner to click next to continue.</p> <p>Next button jumps to slide 1.26 when clicked.</p>
Notes:			

Slide 1.26/ Menu Title: <i>Congratulations</i>			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>This is almost a duplicate of the Welcome slide, except there is only one orange button within the blue rectangle space.</p> <p>(Same background image of apartment complex. Same blue rectangle on left side of screen.)</p>	<p>[Slide Text]</p> <p>Congratulations!</p> <p>[button]</p> <p>Complete</p> <p>[Directions above button]</p> <p>Click the complete button to exit this course.</p>	<p>[Atsumi]</p> <p>Congratulations! Please click the complete button to exit this course.</p>	<p>Complete button fades in when mentioned in VO.</p> <p>Next button disabled.</p>
Notes:			

