

Job Aid

Checklist of Activities to Develop a Job Aid

Use the following checklist to help you plan and develop your job aid:

- Complete the needs analysis.
- Gather the information.
- Meet with the project team to decide:
 - final size and design plans
 - page layout
 - conventions
 - use of graphics
 - how to create a template.
- Draft the job aid.
 - Create a mock-up.
 - Present it to the project team.
 - Make edits.
 - Review final outline draft.
 - Get final approval of layout and topic sequence.
- Create the job aid.
 - Have subject matter experts and content reviewers review draft.
 - Make edits as needed for text.
- Pilot the job aid.
 - Plan your communication strategy.
 - Print job aid (limited copies as needed) or make available in other media.
- Gather feedback from pilot group.
- Review feedback with project team and prioritize edits.
- Make edits as needed for rollout.
- Implement the job aid.
 - Plan printing and distribution schedule.
 - Create a maintenance and update strategy.
 - Plan communication strategy.
 - Print, communicate about, and distribute the job aid.
- Evaluate the job aid.
 - Plan evaluation strategy.
 - Distribute questionnaire.
 - Tabulate results and review with project team.
 - Conduct interviews, focus groups, and observations to gather additional feedback.
 - Prioritize edits.
 - Create a maintenance and update strategy.
 - Make edits as needed for ongoing maintenance.