

Sample Storyboard 1

This sample lays out the information in a table and provides instructions to development team members through a colour-coded system. You may need to add/move colours to cover the various team-members involved in creating a learning resource, or use a role code system without colour.

This example is an excerpt from a storyboard for a complete learning object.

Unit: RTE4112A:Manage milking shed routines
Title: Manage shed milking routines
Project Manager: XXX
Author (ID): XXX
Content Developer/Writer: XXX
Storyboard version: Version 3

Key:

Pink = Development notes

Blue = GD: Notes for Graphic designer

Green = CW: Notes for content developer/writer

Orange = DTP: document to be formatted

Black = Text seen on screen/print

Red = Areas needing attention (work in progress)

Learning object home page starts

Resource name appears at top of page 'Paddock to Processor' in large letters with 'total milk harvesting' underneath in smaller letters.

Welcome to **Paddock to Processor**. This resource is about managing shed milking routines. You can find out about:

- milk harvesting routines, schedules and recording requirements
- safe work practices
- industry quality assurance practices and procedures.

Choose Learning to start. If you already have skills and knowledge in managing shed milking routines, **choose Recognition to find out more about skills recognition.**

GD: 'Learning' and 'Recognition' options presented via graphic representing two tracks – graphic to replicate flow chart arrow idea and carried through to other pages (as discussed with GD). Track 1 is the recognition track (for learners who wish to use recognition pathway and possibly apply for skills recognition) and track 2 is learning track (for learner who wish to do the activities and assessment items).

Note: Text alternative may be necessary depending on how graphic is produced. Learner needs to be able to select Learning track or Recognition track.

Learner chooses either Learning track or Recognition track.

Learning object home page ends

Learning track – intro start

Global menu items to appear on all page:

Learning Home, Recognition Home, Activities, Info, Assessment

Welcome to the Learning track. As you work through this resource, you will examine the milk harvesting system for your workplace.

You will review or establish standard operating procedures (**link to document explaining what SOPs are –can use <http://www.thepeopleindairy.org.au/resources.htm> - use document template (GD to provide)**) in these areas:

- before milking
- during milking
- after milking.

You can read over the assessment requirements by choosing Assessment from the menu, or choose a link from the flowchart to work through some learning activities. (nb these instructions assume global nav. Is at top of page and flow diagram is below)

Prepare Process flowchart that includes pre milking, milking, post milking and system review stages. Please change total routine to system review in graphic.

May need text alternative depending on how this is built.

Insert flowchart diagram here. Learners choose option from flowchart representing pre-milking, milking, post-milking and system review stages.

Learning track – intro ends

Pre milking pages start

Describes pages if pre-milking selected from flowchart interface

Page 01 – Introduction starts

There's lots to be done before milking starts. Having work routines with standard operating procedures helps make sure all tasks are done in a safe and efficient manner.

Choose an activity. If you're ready, go straight to the pre milking assessment.

Activity page as developed in mock-ups but add an introduction tab on left hand side of page, global nav needs to go in on all activity pages and Total routine changed to System review

Page 01 – Introduction ends

Pre milking page 02 – Activity 1 starts

H1: Examining processes

Text: In this activity you will look at some common pre milking processes and how these processes relate to work routines and standard operating procedures.

Part A

- Open the interactive [pre milking flowchart](#) **link to pre milking flowchart based on document: premilking_flow.bmp – extra information required on each step in the flowchart, plus safety check information and short QA requirements.**
- Select the steps of the flowchart for more information.
- Are there differences between what's shown in the flowchart and the pre-milking setup in your workplace eg missing steps, additional steps? Write down any differences and then do Part B.

Part B

You've identified the steps in pre milking for your workplace, now it's time to think about the work tasks involved.

- Is one person able to perform all the pre-milking tasks? If not, how many people are required? Which tasks would each person be responsible for? Why?

All the tasks that a person is responsible for could be called a work routine eg on a rotary dairy a work routine for one person might include: identifying and documenting cows unsuitable for milking and performing tasks such as udder preparation and cupping on.

- For an introduction to safe work practices and work routines, watch the Pits and People video from the CowTime Dairy Decisions CD. **(Note from ID: CowTime resources have been included at content writer's request. Use of these resources in this learning object assumes that all learners have the Cowtime Resource. Video is 58mb and runs for 16 mins 43 secs)**
- For further information about work routines read Quick Note 2.2. **(Note from CW: can we make this into an audio file?)**
- Discuss work routines with a small group of other learners. Focus your discussions round ways you could standardise work routines eg making routines that are safe, efficient, evenly divide work tasks amongst the workers.
- Make a summary of your group's discussion and share your summary with other groups.

You should now have the knowledge you'll need to write standard operating procedures.

Pre-milking page 02 – Activity 1 ends

Pre-milking Page 03 - Activity 2 starts

H1: Standard operating procedures

Text: Standard operating procedures (SOPs) are written so that work routines can be performed in a consistent manner. In the dairy industry, all procedures must comply with relevant standards such as occupational health and safety (OHS), food safety, quality assurance, and environmental impact.

This activity introduces SOPs and demonstrates their importance.

Part A

- Write down the steps you would follow to make a cup of coffee, white with two sugars, in your workplace and post the steps to your discussion area. Remember to consider OHS, food safety, quality assurance and environmental impact.
- Examine what others have posted in the area. Look at the variations between your response and some of the others. Think about why there are variations. Discuss why there are variations.

Part B (Each part to be revealed once selected).

Your goal is to write a procedure so that the coffee is always made to the required standard.

Select an area to see what's important.

As discussed, interactive diagram so that when user selects an area, information is revealed.

Area	Information
Resources	In this kitchen, there is instant coffee, kettle, white sugar, full-cream milk, 250 ml mug, and teaspoon.
Order that the steps are done in	The order in which the steps are performed is also important, eg does the milk go in before or after the water?
Who does it	Who makes the coffee is important to know, eg Who is allowed to do it? Who is responsible for doing it?
Safety	Are there particular hazards to consider, eg electricity, heat?

Open the standard operating procedure ([link to sop_template.doc](#)) template. Write a position description for the person making the coffee and the procedure to be followed to make a standard cup of coffee.

Pre-milking Page 03 - Activity 2 ends

Pre-milking Page 04 – Activity 3 starts

H1: Staffing issues

Text: Oh no! Your farm hand has got the cows in and has just let you know that the shed hand rostered on hasn't turned up for work! What are you going to do?

Discuss with other learners what you do in your workplace about:

- staff rosters
- how you let staff know when/where they are working
- how you let staff know about any changes to the roster
- coping when someone doesn't come in to work.

Have a look at the information section to find out more.

Pre-milking Page 04 - Activity 3 ends

Pre-milking information section start

- Read about standard operating procedures ([link to SOP document - CW to create](#))
- Look at this example of a staffing roster. ([link to roster to be written by CW](#))
- Look at examples of a pre milking SOP ([link to pre_milking_routine.doc DTP to format](#)) and a start up SOP ([link to startup_routine.doc DTP to format](#))
- Listen to this dairy farm manager talk about staff rosters. ([link to audio interview to be recorded – script to be written by CW](#))

Pre-milking information section end

Pre-milking assessment section start

H1: Assessment requirements

This assessment task requires you to write standard operating procedures for pre-milking work routines in your workplace.

More information about assessment ([Link to Assessment page](#))

Pre-milking assessment section end

Pre-milking pages end

Note: The completed storyboard would include milking, post-milking and system review stages.