Playbook How to Module Edit - Template[[1]](#footnote-0)

# Introduction

The Data Playbook is designed for social learning by using modularized pick-and-choose models for 30 minutes to 1 hour conversations. Playbooks are designed to be guided by the users and leaders to decide what activities best suits the given need. The Data Playbook is a collection of short, interactive and social content.

Instructions

Each Data Playbook V1 module has its own folder. The folder should contain the following:

* Copies of the Sprint #1, 2, and 3 documents
* Module Template
* Content
* Additional resources

**Roles**

Co-editor

Accountable for the successful delivery of the Data Playbook. Editors are responsible for the final edits of all content and for overseeing all Data Playbook functions (coordinating sprints, contributor engagement, and outreach.)

Curriculum Developers

The curriculum team is responsible for standardizing templates, cross checking learning objectives with delivered content and for setting up a uniform taxonomy and structure. The team is also responsible for coordinating with the broader IFRC knowledge and learning products.

Module Editors

A module editor is an individual that is passionate about data and digital with a specific outlook and expertise in one of the Data Playbook modules. For each module there will ideally be 2 editors, 1 representative from a National Society and 1 representative from IFRC. The module editors will curate their module following a template structure and outline, while ensuring the subject matter aligns with the learning outcomes. They will provide content and quality assurance for their respective modules, while curating contributions from reviewers and other contributors.

The module editors will participate in the sprint that is relevant for their module and will have the ability to co-design a sprint session.

Reviewer

A reviewer is someone that would like to test content and exercises. They will provide feedback and suggestions on the content and have the ability to suggest additional external resources that fit the module key objectives. They will also provide feedback on the functionality of the Data Playbook (layout, taxonomy, etc.)

The resources and documents found in the module folders need to be linked to the module template when and if necessary. All documents should be named clearly with reference to the latest version.

When editing and saving your documents, be sure to name your files with the latest version. You can choose one of the following options:

* Number versions: First version of a document will be V0, followed with V1, V2, V… for all other versions and adaptations of the document.
* Date: Add date to the beginning or end of the document to track when the document was worked on last. Write the date following the format YYYYMMDD

Contributor

A contributor will assist the module editor in developing content for the module, while ensuring the

subject matter aligns with the learning outcomes described in the module template. They will support in reviewing existing exercises and content by providing relevant quality assurance and identifying any gaps. They will provide feedback on the utility, usability, and relevance of the exercises and content going into the module.

**Module Template**

The module template is designed to help module editors set clear objectives alongside content that will enrich the module. Course material will be presented in a logical way that can guide participants/training facilitators.The module needs to support the course goal and objectives that are set by the module editor. You can find the latest version of the module template [here](https://docs.google.com/document/d/1MQ9OdHGo5K5sRIKSkFLDMncYmsFwCuea-keiVbdk-RU/edit?usp=sharing).

When writing the learning objectives for your module, you can use one of the following links to Bloom’s Taxonomy. The list will assist in selecting the most suitable verb and sentence structure for your particular learning objective.

Create a copy of the module template to fill out in your specific module folder.

# **Audience**

The audience of the Data Playbook could be one of the following:

* Trainers and Team Leaders working with groups for discovery and learning.
* Teams working together so they can create processes, workflows, and identify gaps in knowledge.
* Trainers who are leading sessions with individuals learning together and from each other.

# **Playbook sequence**

When filling out your module template, you can fill out the suggested sequences for use of the module and/content provided.

**Roles**

Below you can find a description of roles contributing to the Data Playbook.

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1. Credit: CC-BY-NC 4.0 Data Playbook v1 contributors [↑](#footnote-ref-0)