Reach4it™

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Growth And Partnership Plan Details

This document describes the component attributes of the **Growth And Partnership Pricing Plan**. It lists all services included in the plan. Note that each client "build" is unique and will contain variations of these goals and attributes. Your consultant will work with you to clearly define any deliverables, documentation, and other scaffolding materials that will be included in your specific contracted plan. Note that additional deliverables, software installations that go beyond the scope of this initial plan will be included in the SOW and contract as additional with respect to time and billables.

Included In This Plan:

1. **Map Current vs. Ideal Course Production Workflow:** We'll audit how content is currently created, reviewed, and published into your LMS by speaking with instructors, SMEs, faculty, and other curriculum collaborators. From there, we'll define an "ideal state" workflow and produce a side-by-side view that highlights key gaps and the changes needed to incorporate AI tools that support better learning outcomes.

2. **Design Standardized Templates:** We'll identify opportunities to standardize recurring tasks with clear templates that streamline course design, review, and publishing. These may take the form of shared reference guides or in-tool templates within your existing authoring and production software to drive consistency and reduce rework.

3. **Introduce AI-Powered Content Workflows:** Using insights from the audit, we'll recommend AI-enabled workflows and supporting tools that align with your goals, constraints, and budget. We'll review options with your team, refine them collaboratively,

and ensure you have a practical path for adopting any of the proposed tools and processes at your own pace.

4. **Group Workshops And One-On-One Coaching:** Once new workflows and tools are defined, we'll deliver targeted small-group sessions and one-on-one coaching for everyone involved in course production. These sessions focus on hands-on practice, address real use cases, and build confidence in applying the new processes in day-to-day work.

5. **Build/Rebuild 3–5 Courses:** Together, we'll apply the new workflows to build or rebuild 3–5 priority courses, from planning through LMS publication. This "learn by doing" phase ensures your team can successfully create high-quality courses with the new tools and templates, while we provide "always on call" support and feedback.

6. **Monthly "AI & Course Production Office Hours" For Staff:** Instructors, professors, and anyone else involved in course development can join recurring office hours for real-time support, troubleshooting, and idea sharing. Sessions can be held virtually in small groups or one-on-one, either pre-scheduled or on an as-needed basis.

7. **Weekly Or Biweekly Virtual Check-Ins With A Lead Stakeholder During Active Phases:** We'll hold regular virtual check-ins with a designated leader to monitor progress, unblock issues, and reinforce adoption of new tools and processes. These meetings function as light-touch governance, ensuring priorities stay aligned and that teams are consistently using the new workflows as intended.

8. **On Demand Support For All Processes, LMS Workflows, And AI Tools:** In addition to structured meetings, Reach4it™ will provide on-demand support via email, phone, and virtual sessions for questions related to workflows, LMS use, and AI tools. Support can range from quick clarifications to brief working sessions, so your team is never stuck waiting for the next formal touchpoint.

9. **Quarterly Curriculum And Workflow Review With Refinements:** Each quarter, we'll review your curriculum plans, course portfolio, and production workflows to assess what's working and where to adjust. These sessions may incorporate LMS usage data and

feedback from instructors and learners to drive practical refinements and prioritize improvements.

10. **Targeted Training On New AI Tools And Techniques:** We'll design and deliver focused training on new AI tools and methods, tailored to the roles and skill levels of your team. Training can be delivered in small groups or individually and is supported by clear learning objectives, training plans, and accessible knowledge-base resources.

11. **Monthly Course Production Improvement Forum:** We'll host optional, drop-in forums where team members can bring questions, demonstrate use cases, and explore ways to optimize their workflows. These open sessions create a regular space for continuous improvement, peer learning, and incremental enhancements to your AI-enabled course production practices.

DISCLAIMER

The information contained in this document is provided for general informational and marketing purposes only and does not constitute a binding offer, commitment, or guarantee of services. The descriptions of services, deliverables, activities, and outcomes outlined herein are illustrative examples of typical engagements and are subject to modification based on the specific needs, constraints, and objectives of each client.

All actual services, scope of work, deliverables, timelines, and fees will be formally defined and documented in a customized Statement of Work (SOW) and executed contract prepared specifically for your engagement. Pricing is not included in this document and will be provided separately based on the final agreed-upon scope. Project timelines may vary depending on organizational complexity, resource availability, and other factors unique to each engagement.

This document does not create any contractual obligations, and no services will be performed until a formal agreement has been signed by both parties. For questions about how these services can be tailored to your organization's specific requirements, or to discuss a customized engagement, please contact us at (804) 316-0794 or via our website.