

Online CME Course Development Process: Live events vs. enduring materials on OpenPediatrics

| | Task | Live Event Only | Enduring Material on OP | Resource |
|----|--|-----------------|-------------------------|------------------------------|
| 1 | Kickoff: project scope, schedule, dependencies | ✓ | ✓ | DME , OP, & Course Directors |
| 2 | Set up meeting or webinar | ✓ | | |
| 3 | Speaker orientation: IP restrictions | ✓ | ✓ | DME & Speaker |
| 4 | Submit presentation to DME for review | ✓ | ✓ | Speaker |
| | Learning objectives | ✓ | ✓ | |
| | Assessment, required for MOC | | ✓ | |
| 5 | Flag problem images | ✓ | ✓ | DME |
| 6 | Review problem images | ✓ | ✓ | DME & Speaker |
| 7 | Image revision/replacement | ✓ | ✓ | DME |
| | Citation research & revision | | ✓ | |
| | Slide formatting | | ✓ | |
| 8 | Review/approve revised presentation | ✓ | ✓ | Speaker |
| 9 | Record presentation | If necessary | ✓ | DME/OP & Speaker |
| 10 | Rehearse event | ✓ | | |
| 11 | Conduct meeting or webinar | ✓ | | DME, Course Directors |
| 12 | Edit recording | If necessary | ✓ | OP/DME |
| 13 | Peer review | | ✓ | Peer reviewer |
| 14 | Speaker review (optional) | ✓ | ✓ | Speaker |
| 15 | Video revisions, if necessary | ✓ | ✓ | OP/DME |
| 16 | Complete IP Tracker and Course Checklist | | ✓ | DME |
| 17 | Course Build & QA | | ✓ | OP |
| 18 | Course review (optional) | | ✓ | Course Directors, DME |
| 19 | Launch | | ✓ | OP |