Developing a Curriculum:
TIMELINE
& DESIGN PROCESS

1. SME ORIENTATION
Expert workforce representatives (subject matter experts - SMEs) are the best at describing their jobs. SMEs drive industry changes.

2. BRAINSTORM COMPETENCIES
What does the occupation do - over the course of the day, week, month, year, or lifecycle of a project?

3. IDENTIFY DUTIES
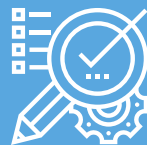Describe 6-12 large areas of work performance. Precise and short.

4. IDENTIFY TASKS
Job activities that result in a product, service or decision including a definite beginning and ending point that compliment identified duties.

5. DEVELOP LISTS
Behaviors, tools, acronyms, and knowledge required to perform the duties and tasks with precision and quality.

6. REVISION
Focus on what workers must do, using terminology common to the job.

7. FINALIZE
Sequence duties and tasks in the chronological flow of work. List behaviors and knowledge.

8. DELIVER
Present the finalized DACUM chart to stakeholders—SMEs, education partners, labor organizations, and industry leaders—for use in curriculum design, HR planning, organizational development, and assessment tools.

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ASPECT WORKS

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