

Data Excellence: Overview Training – Storyboard (Draft 1) for Review

Seat Time: 2 Minutes (Max)

Target Audience:




- Georgia Tech’s faculty, researchers, staff, and student employees




Business Purpose

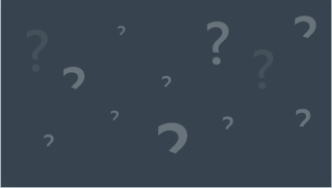


- The purpose of this course is to provide an overview of Data Excellence and how data is used, managed and protected.
- This course is a basic introduction to Data Discovery (Governance & Discovery), SPR – (Security, Privacy & Risk) and Data Services.
- This course is mandated by the University System of Georgia and the Office of the Governor. It is the first of several data management and access training courses to be released in the coming year.




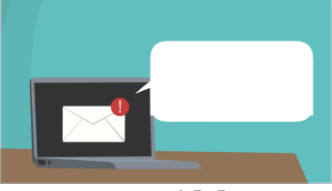
Notes for Reviewers:

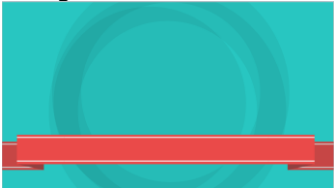

- Please focus on the **accuracy** and **completeness** of the content during this review cycle. “Page breaks” for the video will be adjusted after the content is edited.
- Questions for reviewers are indicated with **green highlighting**. All questions will need to be resolved before programming can begin.
- Remember, the text in the Audio/Voiceover column will be narrated audio.
 - There will be “connecting” words and phrases that would not appear in a written procedure. If the wording seems awkward to you, try reading the text aloud to see how it fits, then make changes if it still seems necessary.
 - Formatting is merely to aid the voiceover talent: remember, learners will hear – not see – this text.
 - Capitalization is not important in the this column, but is very important in the “On Screen Text” column.
 - The bracketed numbers (ie. [1]) illustrate which audio clip to match the animated text, graphic or interaction with.
- Bolded text indicates Sub Section Headers.

Title, #	Audio / Voiceover	Images/Graphics	On Screen Text	Animations	Notes
Scene #1	<p>[1] Data Excellence is rooted in a mission to not only transform data governance and management practices but reimagine how data is leveraged to make decisions and drive positive change.</p> <p>Sound Effect: Keyboard clicks [1]</p>	<p>Background:</p>  <ul style="list-style-type: none"> ○ Office [1] <p>Character(s): Custom character (professional) working on a laptop at a desk. Coworkers working in background. [1]</p> <p>Prop(s): Laptop [1]</p>	<p>[1] Data Excellence Overview Training</p>	<p>[1] Scene Transition: Dissolve</p> <ul style="list-style-type: none"> ○ Title text will animate in with a typing effect ○ Custom character types on laptop ○ Coworker conversation and typing on laptop 	
Scene #2	<p>[1] This initiative also drives a culture around [2] data security and privacy [3] that applies ownership and responsibility to each member of the Georgia Tech community.</p> <p>Sound Effect: Lock click [3]</p>	<p>Background:</p>  <ul style="list-style-type: none"> ○ Data [1]  <ul style="list-style-type: none"> ○ Computer Lab [3] <p>Character(s): ○ Mix of students sitting</p>	<p>[2] System Protected</p>	<p>[1] Scene Transition: Dissolve</p> <ul style="list-style-type: none"> ○ Cool/techie looking shield and lock animation from data template <p>[3] Scene Transition: Blinds – Vertical</p> <ul style="list-style-type: none"> ○ Camera pans over students working on computers in the computer lab 	

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		at each computer in the computer lab. [3]			
Scene #3	<p>[1] The purpose of this training is to make all employees aware of the [2] Data Excellence policies and procedures. [3] We can have all the systems and technical controls in place but if we fail to follow our policy and security practices [4] then the whole system breaks down.</p> <p>Sound Effect: Male Scream [4]</p>	<p>Background:</p>  <ul style="list-style-type: none"> ○ Classroom [1]  <ul style="list-style-type: none"> ○ Server Room (Clean) [3]  <ul style="list-style-type: none"> ○ Server Room (Messy) [4] <p>Character(s):</p> <ul style="list-style-type: none"> ○ Professor teaching at the white board [1] ○ Employees working on their laptops in the server room [3] & [4] <p>Prop(s):</p> <ul style="list-style-type: none"> ○ Laptops [3] ○ Loose Wires, 	[2] Data Excellence: Policies & Procedures	<p>[1] Scene Transition: None</p> <ul style="list-style-type: none"> ○ Professor walks into the classroom and then stands, talks, and points to the text on the white board <p>[3] Scene Transition: Fade to Black</p> <ul style="list-style-type: none"> ○ Employees happily typing on their laptops in the server room. <p>[4] Scene Transition: Fade to Black</p> <ul style="list-style-type: none"> ○ Employees panicking in the server room while the tech is breaking down/smoking/on fire 	

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		Smoke, Boxes, Broken Tech [4]			
Scene #4	<p>[1] So, what's the risk? [2] There is a monetary risk, Georgia Tech could be fined if you are not in compliance with the laws in place. [3] There is also a legal risk if an employee violates the law knowingly or unknowingly and that risk extends to both the Institute and the individual.</p> <p>Sound Effect: Gavel Knock [3]</p>	<p>Background:</p>  <ul style="list-style-type: none"> ○ Question Marks [1]  <ul style="list-style-type: none"> ○ Gradient Fill [2]  <ul style="list-style-type: none"> ○ Courtroom [3] <p>Characters:</p> <ul style="list-style-type: none"> ○ Employee character shrugging their shoulders [1] ○ Employee character in pain [2] ○ Mix of judges in each seat of the courtroom [3] <p>Prop(s):</p> <ul style="list-style-type: none"> ○ Flying money [2] 		<p>[1] Scene Transition: Fade to White</p> <ul style="list-style-type: none"> ○ Character shrugging their shoulders front and center of camera <p>[2] Scene Transition: None</p> <ul style="list-style-type: none"> ○ Same character being attacked by flying money and wincing in pain <p>[3] Scene Transition: None</p> <ul style="list-style-type: none"> ○ Judges conversing and using a gavel 	

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		<ul style="list-style-type: none"> o Gavel [3] 			
Scene #5	<p>[1] Most data breaches are caused by human error [2] such as a document [3] being left out [4] in the open, [5] a computer left unattended without password protection [6] or sensitive information being sent over unencrypted emails without a password.</p> <p>Sound Effect: Message Alert [6]</p>	<p>Background:</p>  <ul style="list-style-type: none"> o Data Breach [1]  <ul style="list-style-type: none"> o Documents [2]  <ul style="list-style-type: none"> o Hacker [5]  <ul style="list-style-type: none"> o Email [6] <p>Character(s):</p> <ul style="list-style-type: none"> o Criminal character hacking [1] & [5] <p>Prop(s):</p>	<p>[2] Important Information [2] Hide Me... [3] Hide Me... [4] HIDE ME!!!</p> <p>[6] Data Excellence Pro Tip</p> <p>[6] From: myname@gatech.edu (Me) [6] To: yourname@gatech.edu (You)</p> <p>[6] Do not send sensitive information over email...</p>	<p>[1] Scene Transition: None</p> <ul style="list-style-type: none"> o Hacker grinning and typing away while number/coding sequences float around <p>[2] Scene Transition: None</p> <ul style="list-style-type: none"> o 'Hide Me' text fades onto document one at a time <p>[5] Scene Transition: None</p> <ul style="list-style-type: none"> o Criminal character flies in from the top of the screen on a rope and hovers near an unlocked laptop <p>[6] Scene Transition: None</p> <ul style="list-style-type: none"> o Pop in email alert on laptop and email text appears in word bubble with a typing effect 	

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		<ul style="list-style-type: none"> ○ Laptop [5] & [6] ○ Georgia Tech Logo [5] 			
Scene #6	<p>[1] The key is to [2] make Data Excellence [3] a habit and to report suspicious or potential security issues to our Cybersecurity team. Work on making Data Excellence a habit and help protect all of [4] Georgia Tech's [5] data, [6] resources [7] and reputation.</p>	<p>Background:</p>  <ul style="list-style-type: none"> ○ Banner [1]  <ul style="list-style-type: none"> ○ Computer [4] <p>Character(s):</p> <ul style="list-style-type: none"> ○ Team members [1] <p>Prop(s):</p> <ul style="list-style-type: none"> ○ Signs [1] ○ Airhorn [1] ○ Banner [1] ○ Data Sheet [4] ○ Graduation Cap [5] ○ Microscope [5] ○ Books [6] 	<p>[2] Data Excellence [3] Make It A Habit</p>	<p>[1] Scene Transition: None</p> <ul style="list-style-type: none"> ○ Float in banner, zoom in and then pop team members up one at a time to share a group announcement with signs and an air horn <p>[4] Scene Transition: None</p> <ul style="list-style-type: none"> ○ Pop in data sheet, graduation cap, microscope, and books in prop bubbles one at a time near the computer screen 	