



CLINICAL EXCELLENCE
Evidence-based. Ethical.
Compassionate.



PROFESSIONAL INTEGRITY
Upholding the highest
standards in ABA practice.



MEANINGFUL IMPACT
Empowering individuals,
families, and communities.

Master Unrestricted Hours Project Board

Rebrand · Product Development · Website Finalization · Canva Buildout

MASTER PROJECT BOARD

Every project must include:

Field	Required Information
Project Number	Sequential project ID
Project Name	Name of asset/system/product
Category	Rebrand, Canva build, website product, physical product, course, etc.
Priority Level	Critical / High / Medium / Low
Estimated Hours	Estimated unrestricted hour
Canva Access Required	Yes / No
Existing Resource to Reference	File, Canva design, PDF, deck, notes
Rebrand Required	Yes / No
New Asset Creation	Yes / No
Deliverables Required	Final outputs
Proof Submission Required	Screenshots, PDF, Canva link, reflection
Assigned To	Student BCBA / BCaBA / Supervisee
Due Date	Date
Supervisor Review Status	Not started / In progress / Needs edits / Approved
Final Approval	Pending / Approved / Rejected

CATEGORY 1

Spicy BCBA → Spicy Behavioral Consulting™ / Spicy Behavioral Institute™ Rebrand

Priority: CRITICAL

Anything containing the following must be audited and converted:

- Spicy BCBA
- Spicy BCBA Institute
- Spicy BCBA Learning Institute
- Spicy BCBA Goes to Public School
- spicybcba.com
- BCBA branding in product title
- Chili pepper logo where inappropriate
- Old URLs
- Old footer branding

Project 001 — Autism & ID Classroom Supports Guide™

Need: Convert to Spicy Behavioral Institute™ or Spicy Behavioral Consulting™ depending on product placement. **Estimated Hours:** 4–6

Deliverables: Canva file, updated PDF, cover redesign, footer redesign, internal audit, new branding.

Project 002 — Public School Field Guide™ Executive Edition

Need: Complete executive rebrand. **Estimated Hours:** 8–12

Deliverables: Audit spreadsheet, Canva recreation, updated PDF, version control sheet.

Project 003 — Teacher Conversation Scripts™

Need: Convert to Spicy Behavioral Institute™. **Estimated Hours:** 3–5

Deliverables: Rebranded cover, footer, updated PDF, Canva source file.

Project 004 — Administrator Guide™

Need: Executive rebrand. **Estimated Hours:** 3–4

Deliverables: New cover, footer, updated branding language.

Project 005 — Autism & Intellectual Disabilities Foundations™

Need: Complete package audit. **Estimated Hours:** 5–7

Deliverables: Bundle map, product hierarchy map, updated branding.

Project 006 — Classroom Quick Reference Toolkit™

Need: Convert to Spicy Behavioral Institute™ **Estimated Hours:** 3–5

Deliverables: Updated PDF, Canva source, print-ready version.

Project 007 — Early Warning Signs Observation Form™

Need: Convert to Spicy Behavioral Institute™. **Estimated Hours:** 1–2

Deliverables: Updated one-page printable, Canva file, PDF.

Project 008 — Educator Action Planner™

Need: Rebrand and website-ready polish. **Estimated Hours:** 4–6

Deliverables: Updated PDF, Canva file, product mockup.

Project 009 — Educator Reflection Workbook™

Need: Rebrand and redesign for premium educator product.

Estimated Hours: 4–6 **Deliverables:** Updated workbook, Canva source, PDF.

Project 010 — Educator Resource Library™

Need: Full rebrand and product packaging. **Estimated Hours:** 6–8

Deliverables: Rebranded library, section dividers, PDF, Canva file.

Project 011 — Regulation Toolbox™

Need: Rebrand as SBI parent/educator support resource.

Estimated Hours: 2–3 **Deliverables:** Updated PDF, Canva file, print-ready version.

CATEGORY 2

Canva Recreation Projects

These may count as unrestricted activities when connected to:

- Training development
- Educational content creation
- Staff training infrastructure
- Resource development
- Performance management systems
- Parent/caregiver training support
- Clinical systems development

Required Proof

Each student must submit:

1. Canva share link
2. PDF export
3. Screenshots of design pages
4. Reflection document, 250–500 words, including:
 - Purpose
 - Audience
 - Why design choices were made
 - Clinical relevance
 - Recommendations for improvement

CATEGORY 3

Physical Material Preparation

Saturday–Sunday Emergency Project

Priority: URGENT

Due: Monday

Estimated Hours: Up to 10 hours

Tasks

Task	Hours	Proof Required
Printing		Photo proof
Laminating		Photo proof
Cutting		Photo proof
Sorting		Photo proof
Inventory		Inventory list
Organization		Final organized photo
Labeling		Label photo

Possible Unrestricted Components

- Material organization systems
- Resource inventory systems
- Training material preparation
- Visual support development
- Implementation preparation
- Clinical resource organization

CATEGORY 4

SBC Master Infrastructure Build

Clinical Infrastructure Projects

- Parent Training Infrastructure
- BCBA Mentorship Program
- BCBA Supervision System
- RBT Retention System
- RBT Recognition System
- Clinical Director Toolkit
- QA Audit System
- Session Note Review System
- Fidelity Monitoring System
- Incident Review System

- Treatment Integrity Review System
- Parent Training Documentation System
- Supervision Feedback System
- RBT Competency Tracking System

Consulting Infrastructure Projects

- School Consultation Toolkit
- Public School Certificate Program
- Administrator Training Program
- Teacher Toolkit Library
- School Behavioral Audit System
- District Training Package
- IEP Collaboration Toolkit
- School-Based BIP Review System
- Classroom Behavior Support System

Business Infrastructure Projects

- Founder Bundle
- ABA Startup Bundle
- Launch Readiness Bundle
- Operations Manual
- Policy Library
- Clinical Handbook
- Staff Handbook
- Website Product Catalog
- Digital Product Library
- Licensing Package
- Canva Brand Template Library

CATEGORY 5

Website-Ready Product Finalization Projects

These are beyond simple rebrands.

They require:

- Content audit
- Clinical review

- Graphic redesign
- Brand conversion
- Product packaging
- Website listing creation
- Sales page creation
- SEO optimization
- Download delivery setup
- Final approval workflow

Final Approval Requirements Before Website Upload

Phase 1 — Content Audit

Review for:

- Spicy BCBA references
- BCBA trademark concerns
- BACB compliance concerns
- Outdated URLs
- Outdated logos
- Copyright issues
- Spelling
- Grammar
- Formatting

Deliverable: Audit Sheet

Phase 2 — Brand Conversion

Convert old branding to:

- Spicy Behavioral Institute™
- Spicy Behavioral Consulting™

based on product category.

Deliverable: Brand Conversion Report

Phase 3 — Executive Design Review

Must match:

- Burgundy
- Gold
- Ivory
- Executive consulting aesthetic
- Premium healthcare aesthetic
- SBI / SBC brand standards

Deliverable: Canva Link

Phase 4 — Website Readiness Review

Must include:

- Product Title
- Product Description
- Short Description
- Long Description
- Key Outcomes
- Learning Objectives
- Who This Is For
- What's Included
- FAQ
- Suggested Price
- Category
- SEO Title
- Meta Description
- Product Tags

Deliverable: Website Product Sheet

Phase 5 — Final Approval Packet

Must submit:

- Canva link
- PDF export
- Editable version
- Product description
- Mock website image
- Product thumbnail

- Sales image
- Audit sheet
- Reflection
- Supervisor approval

Project 012 — Ethical ABA Systems Architecture™

Current Product: Ethical ABA Systems Architecture Founder Blueprint™

Need: Rebrand and productize under Spicy Behavioral Institute™.

Estimated Hours: 15–20

Remove

- SpicyBCBA Institute
- spicybcba.com
- spicybcba-learn

Replace With

- Spicy Behavioral Institute™
- spicybehavioralinstitute.com, if final website is confirmed

Deliverables

- Executive Version
- Workbook Version
- Founder Edition
- Consultant Edition
- Website Listing
- Sales Page
- Social Media Launch Kit
- Email Campaign
- Product Mockups

Project 013 — Ethical ABA Systems Architecture CEU

Current Product: Building Ethical ABA Systems That Actually Work™

Need: Convert into CEU / PDU / self-paced product. **Estimated Hours:** 20–30

Product Versions

- ACE CEU
- PDU version
- Self-paced version
- Workshop version

Deliverables

- Workbook
- Knowledge checks
- Post-test
- Speaker guide
- Facilitator guide
- Participant guide
- Certificate
- Website listing
- Sales page

Project 014 — Bullying Prevention Training

Current Product: Understanding Bullying, Neurodiversity, Inclusion & Prevention in Schools **Need:** Complete productization.

Estimated Hours: 25–40

Create

- Educator Version
- Administrator Version
- Parent Version
- Student Version
- District Package
- Companion Handouts
- Reflection Workbook
- Quick Reference Toolkit
- Certificate
- Website Sales Page
- District Licensing Sheet

Project 015 — School-Based Autism & ID Training

Current Product: Supporting Students with Autism & Intellectual Disabilities

Need: Executive rebuild. **Estimated Hours:** 20–30

Create

- Executive redesign
- District edition
- Administrator edition
- Paraprofessional edition
- Teacher edition
- Virtual version
- Workbook
- Toolkit
- Facilitator guide
- Certification pathway

Project 016 — Teacher Conversation Scripts™

Current Product: 10-page version uploaded separately.

Need: Product ladder. **Estimated Hours:** 8–12

Create

- Free Lead Magnet
- Premium Edition
- School License Edition
- District License Edition
- Training Companion Version
- Website Download Page
- Email Funnel

Project 017 — School Consultation Certification Pathway™

Built From:

- Public School Field Guide
- Teacher Scripts
- Administrator Guide

- Autism & ID Foundations
- Executive Training Deck

Estimated Hours: 30–50

Deliverables

- Level 1
- Level 2
- Level 3
- Certificate
- Badge System
- Workbook
- Knowledge Checks
- Website Sales Page

Project 018 — Complete Website Asset Package

Applies To: Every approved product **Estimated Hours:** 10–20 per product group

Product Mockups

- PDF mockup
- Workbook mockup
- Training mockup

Social Media Assets

- 5 carousel posts
- 3 reel covers
- 10 story graphics

Website Assets

- Hero image
- Thumbnail
- Product banner
- Download graphic

SEO Assets

- Keywords

- Meta description
- Category
- Tags

Project 019 — Parent Training System™

Current File: Parent Training System NEEDS REBRANDED AND ENHANCED FINALIZED.pdf
Need: Full rebrand, enhancement, clinical review, and website-ready final product.
Brand Placement: Spicy Behavioral Institute™

Priority: High

Estimated Hours: 18–35

Required Rebrand

Remove:

- Little Sensory Co.
- Little Sensory Foundation
- Blue/purple visual branding
- Childish icons
- QR codes to unrelated sites
- Any outdated contact information

Replace with:

- Spicy Behavioral Institute™
- Luxury executive parent-training design
- SB shield logo with flaming brain only
- No chili pepper
- Burgundy, gold, ivory, charcoal palette
- Warm family-centered imagery

Final Product Title: Parent Training System™

Subtitle Options

- Understanding ABA, Behavior, Communication, and Progress at Home
- A Practical Parent Guide to ABA, Autism, Behavior Support, and Skill Building
- Supporting Your Child Through ABA: A Parent Training System for Real-Life Progress

Required Deliverables

- Canva editable file
- Final PDF
- Print-ready PDF
- Website mockup image
- Square product thumbnail
- Product banner
- Website listing
- Sales page copy
- SEO title and meta description
- “What’s Included” section
- Before-and-after screenshots
- Clinical audit sheet
- Supervisor approval packet

Page-by-Page Enhancement Tasks

1. Cover / Welcome to ABA
2. Quick Start Guide
3. ABA Myths vs. Facts
4. What ABA Looks Like
5. Areas ABA May Support
6. Team Roles + How Parents Can Help
7. Autism Support Needs
8. Getting Started With ABA
9. What Is Autism?
10. Autism Myths vs. Facts
11. What Progress Looks Like
12. Progress Example
13. Optional Resource Customization Form
14. Clinic Resource Order Form
15. Product / Bundle Options

Additional Pages to Add

- Parent Training Expectations
- Behavior Is Communication

- What Data Means
- Questions to Ask Your BCBA
- Final Encouragement Page

Cover Image Prompt: Create a luxury executive-style parent training guide cover for Spicy Behavioral Institute™. Ivory and warm cream background with deep burgundy and soft gold accents. Use the Spicy Behavioral Institute™ shield logo with SB initials and a subtle gold flaming brain emblem, no chili pepper. Feature a warm, realistic family-centered image of a caregiver sitting with a young child at a kitchen table or cozy home setting, reviewing simple visual supports together. The tone should feel clinically trusted, emotionally warm, premium, modern, and professional. Elegant serif title: “Parent Training System™”. Subtitle: “Understanding ABA, Behavior, Communication, and Progress at Home.” Add small footer icons for “Clinically Informed,” “Practical Strategies,” and “Family-Centered Support.” No puzzle pieces, no cartoon graphics, no exaggerated claims.

CATEGORY 6

RBT Professional Development Library™

Goal: Build a high-demand RBT Professional Development Library™ that solves the problems RBTs actually search for:

- How do I survive this job?
- How do I handle difficult situations?
- How do I communicate professionally?
- How do I avoid getting fired?
- How do I avoid burnout?
- How do I become a better RBT?

Project 020 — Avoiding Burnout in ABA™

Type: 1.0 PDU **Priority:** Critical **Estimated Hours:** 15–25

Status: Current course in development

Topics

- Burnout warning signs
- Compassion fatigue

- Boundaries
- Recovery strategies
- Sustainable ABA careers
- When to ask for help
- Emotional load of direct care

Deliverables

- Slide deck
- Speaker notes
- Participant workbook
- Knowledge check
- Completion certificate
- Website listing
- Product mockup
- Social media launch graphics

Project 021 — Documentation That Protects You™

Type: 1.0 PDU

Priority: Critical.

Estimated Hours: 15–25

Topics

- Session notes
- Objective language
- Documentation errors
- Audit protection
- Ethical charting
- Avoiding emotional language
- What not to write

Deliverables

- Slide deck
- Documentation examples
- Before/after note rewrites
- Practice worksheet
- Quiz
- Certificate
- Website listing

- Product mockup

Project 022 — What Clinical Directors Wish Every RBT Knew™

Type: 1.0 PDU

Priority: Critical

Estimated Hours: 15–25

Topics

- Professionalism
- Communication
- Accountability
- Follow-through
- Supervision readiness
- Responding to feedback
- Reliability and trust

Deliverables

- Slide deck
- Workbook
- Scenario cards
- Professionalism checklist
- Quiz
- Certificate
- Website sales page

Project 023 — Professional Boundaries & Ethics™

Type: 1.0 PDU

Priority: Critical

Estimated Hours: 15–25

Topics

- Social media
- Dual relationships
- Parent boundaries
- Professional communication
- Ethical dilemmas
- Confidentiality
- Scope of role

Deliverables

- Slide deck
- Case scenarios
- Boundary decision tree
- RBT ethics quick guide
- Quiz
- Certificate
- Website listing

Project 024 — Parent Communication Without Conflict™

Type: 1.0 PDU

Priority: Critical

Estimated Hours: 15–25

Topics

- Difficult conversations
- Parent questions
- Escalation prevention
- Professional responses
- When to involve the BCBA
- What RBTs should and should not answer

Deliverables

- Slide deck
- Script guide
- Parent question response cards
- Role-play scenarios
- Quiz
- Certificate
- Website listing

Project 025 — Handling Aggression Safely and Ethically™

Type: 1.0 PDU

Priority: High

Estimated Hours: 15–25

Topics

- Staying calm

- Prevention
- Safety awareness
- Documentation
- Escalation response
- Scope and training limits
- Post-incident debriefing

Project 026 — Time Management for Busy RBTs™

Type: 1.0 PDU

Priority: High

Estimated Hours: 10–20

Topics

- Documentation efficiency
- Scheduling
- Organization
- Avoiding overwhelm
- Session preparation
- Transition time

Project 027 — Understanding Behavior Functions in Real Sessions™

Type: 1.0 PDU

Priority: High

Estimated Hours: 10–20

Topics

- Escape
- Attention
- Tangible/access
- Sensory/automatic
- Real-world examples
- Function vs. form

Project 028 — Prompting & Prompt Fading Mistakes™

Type: 1.0 PDU

Priority: High

Estimated Hours: 10–20

Topics

- Overprompting

- Prompt dependency
- Fading errors
- Prompt hierarchy confusion
- How to ask for BCBA clarification

Project 029 — Preparing for BCBA Supervision™

Type: 1.0 PDU **Priority:** High

Estimated Hours: 10–20

Topics

- How to maximize supervision
- Questions to ask
- Being prepared
- Receiving feedback
- Showing treatment integrity

Project 030 — Career Growth Beyond RBT™

Type: Career Development Course **Priority:** Medium

Estimated Hours: 10–20

Project 031 — Interview Skills for ABA Professionals™

Type: Career Development Course **Priority:** Medium

Estimated Hours: 10–20

Project 032 — Becoming a Lead RBT™

Type: Career Development Course **Priority:** Medium

Estimated Hours: 10–20

Project 033 — Transitioning from RBT to BCBA™

Type: Career Development Course **Priority:** Medium

Estimated Hours: 10–20

Project 034 — Building Clinical Confidence™

Type: Career Development Course **Priority:** Medium **Estimated Hours:** 10–20

Project 035 — RBT Survival Series™

Type: 5-PDU Bundle **Priority:** Critical **Estimated Hours:** 20–40 after individual courses are built

Includes

1. Avoiding Burnout in ABA™
2. Documentation That Protects You™
3. Professional Boundaries & Ethics™
4. Parent Communication Without Conflict™
5. What Clinical Directors Wish Every RBT Knew™

Deliverables

- Bundle landing page
- Bundle certificate
- Product mockup
- Canva course folder
- Email campaign
- Social media launch kit

Project 036 — RBT Renewal Academy™

Type: 12-PDU Library **Priority:** High **Estimated Hours:** 50–100

Purpose: Create a full professional development library aligned with RBT renewal and ongoing competency needs.

CATEGORY 7

RBT Retention System™ Product Development

Goal: Build a complete, product-ready RBT Retention System™ that can be sold as:

- Digital only: \$97–\$197

- Starter kit: \$249–\$497
- Premium physical kit: \$497–\$997
- Enterprise licensing: \$2,500+

Phase 1 — Core Product

Project 037 — RBT Recognition Deck™ Master Collection

Priority: Critical **Estimated Hours:** 30–60 **Size:** Poker card size, 2.5” x 3.5”, rounded corners, front/back.

Build

Rainbow Recognition Series™

- 25 cards
- Titles completed
- Statements completed
- Need cover deck card
- Need 25 final Canva cards
- Need back design

Silver Recognition Series™

- 25 cards
- Titles completed
- Statements completed
- Need cover deck card
- Need 25 final Canva cards
- Need back design

Gold Recognition Series™

- 25 cards
- Titles completed
- Statements completed
- Need cover deck card
- Need 25 final Canva cards
- Need back design

Platinum Recognition Series™

- 25 cards
- Titles completed
- Statements completed
- Need cover deck card
- Need 25 final Canva cards
- Need back design

Total

- 100 Recognition Cards
- 4 Cover Cards
- 104 Total Cards

Deliverables

- Canva deck file
- Print-ready PDF
- Manufacturer proof
- Card back designs
- Card box mockup
- Product image

Project 039 — Reward Voucher Deck

Priority: High

Estimated Hours: 10–20

Size: Poker card size.

Create 25 Vouchers

Examples:

- Coffee Break
- Lunch On Us
- Extra Casual Day
- Preferred Parking
- Snack Voucher
- \$5 Gift Card
- \$10 Gift Card
- Team Lunch Entry
- Conference Raffle Entry
- Professional Development Credit

Project 040 — Appreciation Sticker Pack

Priority: High **Estimated Hours:** 8–15

Create 25 Stickers

Examples:

- You Matter
- Clinical Rockstar
- Consistency Matters
- Future BCBA
- Leadership Excellence
- Team Player
- Documentation Champion
- Data Rockstar
- Mission Driven
- Client Advocate

Phase 2 — Printable Systems

Project 041 — BCBA Implementation Guide™

Length: 30 pages. **Priority:** Critical **Estimated Hours:** 20–35

Need

- Final Canva build
- Cover
- Table of contents
- Icons
- Graphics
- Export PDF

Project 042 — Token Criteria Manual™

Length: 20 pages **Priority:** Critical **Estimated Hours:** 15–25

Need

- Full Canva build
- Professional formatting

- Examples
- Decision trees
- Visuals

Project 043 — Reward Menu Manual™

Length: 10–15 pages

Priority: High

Estimated Hours: 10–20

Includes

- Reward tiers
- Point redemption system
- Clinic customization
- Budget options

Project 044 — RBT Achievement Handbook™

Length: 10 pages

Priority: High

Estimated Hours: 10–20

Achievement Levels

- New Technician
- Consistency Champion
- Clinical Contributor
- Clinical Excellence
- Leadership Excellence
- Future BCBA

Includes

- Requirements
- Point thresholds
- Certificates
- Badges

Phase 3 — Tracking Systems

Project 045 — Individual RBT Point Ledger

Priority: High

Estimated Hours: 3–6

Tracks

- Date
- Token
- Points
- Running total
- Current level
- Supervisor

Project 046 — BCBA Tracking Sheet

Priority: High **Estimated Hours:** 4–8

Tracks

- All RBTs
- Token delivery
- Reward redemptions
- Level advancement

Project 047 — Executive Dashboard

Priority: High **Estimated Hours:** 10–20

Tracks

- Total tokens delivered
- Top recognition areas
- RBT level distribution
- Monthly engagement
- Retention trends
- Redemptions
- Leaderboards

Project 048 — Recognition Wall System™

Priority: Medium **Estimated Hours:** 8–15

Need

- Poster
- Templates

- Printable badges
- Recognition cards
- Level progression

Phase 4 — Certificates

Project 049 — Achievement Certificates

Priority: High **Estimated Hours:** 6–12

Create

- New Technician
- Consistency Champion
- Clinical Contributor
- Clinical Excellence
- Leadership Excellence
- Future BCBA

Project 050 — Monthly Recognition Certificates

Priority: High **Estimated Hours:** 6–12

Examples

- Employee of the Month
- Clinical Excellence
- Team Impact
- Leadership Award
- Client Dignity Award
- Data Excellence

Phase 5 — Physical Products

Project 051 — Clinical Carry Case™

Priority: Medium **Estimated Hours:** 10–20

Need

- Manufacturer specifications
- Dimensions
- Interior foam layout
- Mockups
- Product photography
- Packaging insert
- Instructions

Project 052 — Token Keeper Crossbody™

Priority: Medium

Estimated Hours: 10–20

Need

- Manufacturing specs
- Embroidery files
- Dimensions
- Packaging

Project 053 — Tactical Token Pack™

Priority: Medium

Estimated Hours: 10–20

Need

- Manufacturing specs
- Branding
- Product insert

Project 054 — Master Collector Box™

Priority: Medium

Estimated Hours: 10–20

For

- All 100 cards
- All tokens
- Certificates

- Vouchers
- Instructions

Phase 6 — Digital Products

Project 055 — Digital Download Version

Priority: Critical **Estimated Hours:** 10–20

Includes

- Cards
- Certificates
- Guides
- Tracking sheets
- Reward menu
- PDF bundle

Project 056 — Clinic Licensing Package™

Priority: High **Estimated Hours:** 20–40

For

- Multi-site ABA companies

Includes

- Custom branding
- Digital dashboard
- Training
- Implementation
- Licensing terms

Phase 7 — Sales Materials

Project 057 — Product Catalog

Length: 20–30 pages **Priority:** High **Estimated Hours:** 15–25

Includes

- Everything included

- Visuals
- Pricing
- Benefits
- Package comparison

Project 058 — Investor Deck

Length: 15–20 slides **Priority:** High **Estimated Hours:** 15–25

Need

- Canva build
- Market problem
- Product ecosystem
- Pricing
- Use cases
- ROI
- Implementation plan

Project 059 — Conference Booth Materials

Priority: Medium **Estimated Hours:** 10–20

Create

- Banner
- Rack card
- Flyers
- Postcards
- QR code handouts

Project 060 — Product Image

Priority: High **Estimated Hours:** 10–20

Need

- Hero image
- Deck images
- Token images
- Carry case
- Certificates

- Dashboard
- Mockups
- Lifestyle images

Recommended RBT Retention System™ Build Order

Week 1

- Complete 100-card deck
- Complete token system
- Complete certificates

Week 2

- BCBA Guide
- Criteria Manual
- Reward Menu

Week 3

- Tracking systems
- Excel dashboard
- Recognition wall

Week 4

- Carry case
- Product photography
- Shopify listings

CATEGORY 8

Canva Organization + Project Management Infrastructure

Project 061 — Canva Team Folder System

Priority: Critical

Estimated Hours: 5–10

Create Folder Structure

Main Folder 1 — Brand Assets

- Logos

- Color palette
- Fonts
- Icons
- Approved imagery
- Cover templates

Main Folder 2 — Rebrand Projects

- SBC rebrands
- SBI rebrands
- Old Spicy BCBA audits
- Completed conversions

Main Folder 3 — Parent Training Products

- Parent Training System™
- Parent handouts
- Parent workbook
- Parent training slides
- Website assets

Main Folder 4 — Educator Training Products

- Autism & ID Foundations™
- School Consultation Toolkit™
- Administrator Guide™
- Teacher Scripts™
- Classroom Quick Reference Toolkit™

Main Folder 5 — RBT PDU Library

- Burnout
- Documentation
- Ethics & Boundaries
- Parent Communication
- Clinical Directors Wish RBTs Knew
- Aggression
- Time Management
- Functions
- Prompting

- Supervision

Main Folder 6 — RBT Retention System™

- Recognition cards
- Tokens
- Vouchers
- Stickers
- Certificates
- Manuals
- Tracking sheets
- Product mockups
- Sales assets

Main Folder 7 — Website Product Assets

- Product thumbnails
- Mockups
- Banners
- Sales page images
- SEO documents
- Product descriptions

Main Folder 8 — Social Media Launch Kits

- Carousel posts
- Reel covers
- Story graphics
- Captions
- Email campaigns

Main Folder 9 — Physical Product Development

- Manufacturer specs
- Print files
- Packaging
- Product photography
- Proofs

Main Folder 10 — Approved Final Files

- Website ready
- Print ready
- Product ready
- Archived versions

Creating Final and Print-Ready Versions

- In order to ensure that your digital products are both polished and functional for end-users, it's essential to follow a comprehensive process for creating final versions and preparing them for print. This guide will walk you through the necessary steps to achieve a professional and ready-to-launch product.

Steps for Final Version Creation

- **Content Review and Refinement**
 - Conduct a thorough content audit to identify and correct any errors in spelling, grammar, or formatting.
 - Ensure that all content is up to date with current branding and legal requirements, such as trademark compliance.
- **Design Consistency**
 - Align all design elements with your brand standards, including color schemes, typography, and logo placement.
 - Use consistent styling across all pages and sections to provide a cohesive look.
- **Final Proofreading**
 - Perform a detailed proofreading session to catch any last-minute errors.
 - Consider using professional proofreading services for an external review.
- **Quality Assurance Testing**
 - Conduct usability testing to ensure that all interactive elements (such as links or QR codes) function correctly.
 - Verify that the document is accessible on various devices and screen sizes.
- **Final Approval Workflow**
 - Submit the final version for supervisor review, ensuring that it meets all criteria for content and design.
 - Address any feedback or required revisions before obtaining final approval.

Preparing for Print

- **File Format Selection**

- Choose the appropriate file format for printing, such as PDF, ensuring that it retains high resolution and quality.
- For complex designs, consider creating print-specific versions that account for bleed and trim requirements.

- **Color and Resolution Settings**

- Use CMYK color mode for print designs to ensure accurate color reproduction.
- Set the resolution to at least 300 DPI to maintain clarity and sharpness.

- **Print Specifications and Proofs**

- Consult with your print service provider to confirm specific requirements, such as paper type and finishing options.
- Request print proofs to review the final product before larger print runs.

- **Packaging and Distribution**

- Design any necessary packaging materials, such as covers or inserts, to enhance the product presentation.
- Plan for distribution logistics, including packaging, shipping, and inventory management.

Deliverables Checklist

- Final PDF file with high-resolution images and text.
- Print-ready PDF with appropriate bleed and trim marks.
- Canva link to the editable design file for future adjustments.
- Supervisor approval packet confirming readiness for production.
- Reflection and documentation of the design process and decisions made.

By following these steps, you can ensure that your final and print-ready products are professional, consistent, and aligned with your brand's expectations. This meticulous approach will not only enhance the quality of your offerings but also improve customer satisfaction and brand reputation.

Standard Submission Requirements for Every Project

Every submission must include:

- Canva link
- PDF export
- Original file referenced
- What was changed
- Time spent
- Skills used
- Reflection
- Supervisor review
- Revision requested, if applicable
- Final approval status

Supervisee Approval Rubric: 90–100%

Approved. Can publish immediately. 80–89%

Minor revisions. 70–79%

Major revisions. Below 70%

Redo required.

Master Note

This is not just a task list. This is the infrastructure for:

- A full publishing pipeline
- A digital product library
- A CEU/PDU course ecosystem
- A product development team
- A clinical training catalog
- A supervisee unrestricted-hours system
- A website-ready asset library
- A productized consulting company

Estimated total project capacity: **200–500+ unrestricted hours** across BCBA and BCaBA supervisees.



Business Contract

reallygreatsite.com
@reallygreatsite
+123-456-7890

This Business Contract is entered into on: August 23, 2025

Between

Party A:

Arowwai Industries
123 Anywhere ST
Any City
12345

Party B:

Salford Company
123 Anywhere ST
Any City
12345

1. Purpose of Agreement

- Both parties agree to collaborate on the joint development and distribution of digital marketing solutions.

2. Responsibilities

- Arowwai Industries will provide strategy, project management, and consultation services.
- Salford Company will provide technical development, product design, and implementation.

3. Term of Agreement

- This contract shall remain valid from September 1, 2025 until August 31, 2026, unless extended or terminated by mutual agreement.

4. Payment Terms

- All payments shall be made according to the milestones agreed in the attached schedule.

5. Confidentiality

- Both parties agree to keep all shared information confidential and not disclose it to any third party without prior consent.

Party A

Party B
