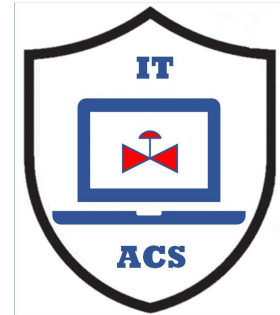




## Procedure for Creating MLMs

### MLM-024-B

Industry	– All
Principal Role	– All
Professional Role	– All
Enterprise Phase	– All



Turn on your audio and  
click start to begin video

START

This module describes the procedure for publishing micro learning modules (MLMs).

The intended audience is anyone associated with the creation, review, approval, and publishing of MLMs

Click the START button when you are ready to advance to the next slide.

## Procedure to Create and Review MLMs



**Workflow to produce an MLM includes the following steps:**

1. Author and Subject Matter Experts (SMEs) Prepare Initial draft  
-- Rev 0.x of MLM available on website as PPTX.
2. Review Rev 1 with Full PERA Distribution  
-- Rev 1.x of MLM available on website as PPTX and PDF.
3. Publish completed MLM on website  
-- include all formats (PPTX, PDF, MP4, SCORM, and HTML5)  
-- Indicate year issued, e.g., (2026) at end of MLM titles.  
-- Author monitors comments and issues updates as needed.



2

Workflow to produce an MLM includes the following steps:

Author and Subject Matter Experts (SMEs) Prepare Initial draft  
-- Rev 0.x of MLM available on website as PPTX.

Review Rev 1 with Full PERA Distribution  
-- Rev 1.x of MLM available on website as PPTX and PDF.

Publish completed MLM on website  
-- include all formats (PPTX, PDF, MP4, SCORM, and HTML5)  
-- Indicate year issued, e.g., (2026) at end of MLM titles.  
-- Author monitors comments and issues updates as needed.

## Legend for Procedure Diagrams

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MLM Author



MLM Subject Matter Expert (SME) Group



PERA Leadership Group



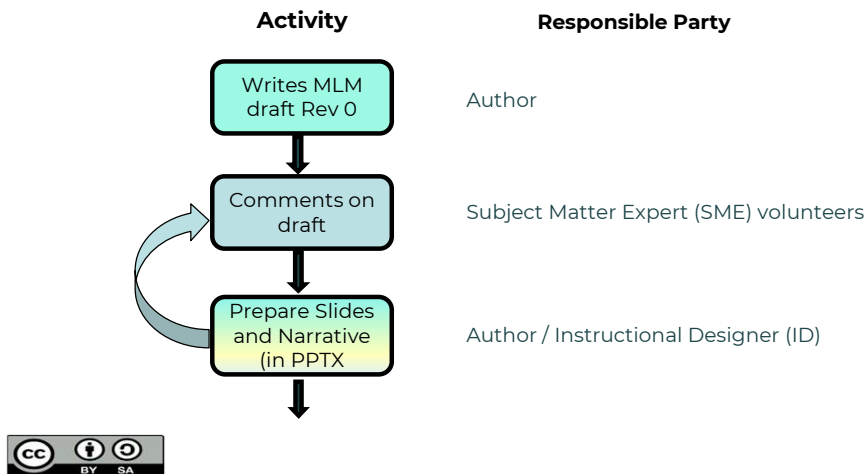
Instructional Designer



This procedure uses the following color coding for the participating groups.

Multi-colored boxes indicate involvement in that procedure by more than one group.

## 1. Prepare Rev 0 Draft and Review with SMEs

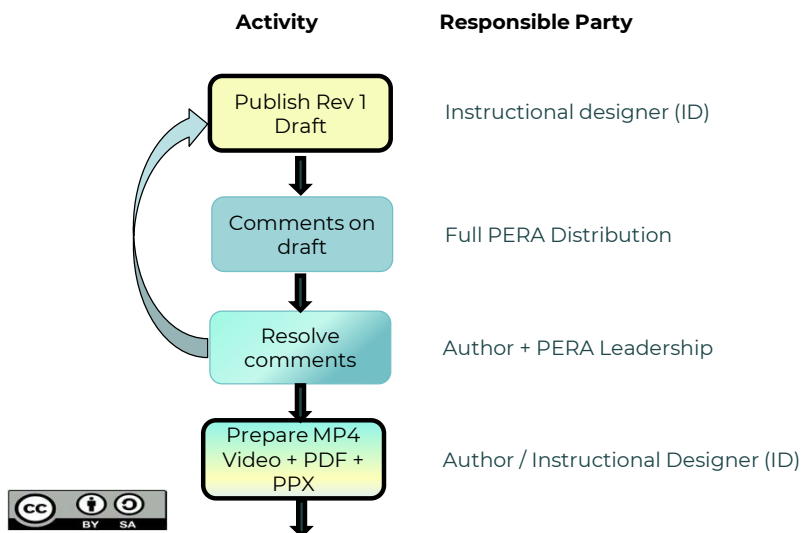


4

### Stage 1 – MLM Initial Draft Preparation by Author and Subject Matter Expert(s)

1. This workflow begins when the author downloads the MLM PowerPoint template and then prepares an initial draft of the MLM with the assistance of selected SMEs.
2. The author posts the MLM on the PERA website and then notifies the subject matter experts (SMEs), and any other MLM Task Group reviewers, to begin their review. SMEs provide comments as PowerPoint Comments that are accepted or cleared by Author.
3. The author (and/or Instructional Designer) then adds narrative text to Notes field.

## 2. Review Rev 1 Draft with PERA Distribution



5

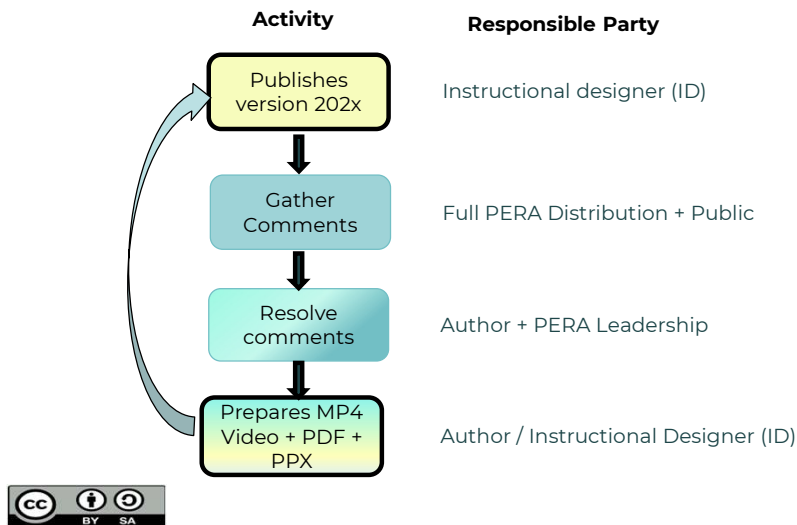
Instructional Designer receives the PowerPoint and publishes MLM Revision 1.x on PERA website.

PERA Distribution list is invited to add comments (using comment link at bottom of each MLM).

Author addresses comments using list of comment emails.

Author and Instructional Designer complete extra formats.

### 3 – Publish MLM Version 202x and Receive Public Comments



6

#### Step 3 – Publish MLM and gather comments

1. Instructional Designer publishes completed MLM
2. Comments are gathered by PERA Leadership (from email comment link)
3. Comments are reviewed by the author and accepted comments incorporated in the PowerPoint PDF.
4. Prepare new revision of MLM when author considers appropriate
5. New PowerPoint, audio, video, and animation files are then prepared and sent to the instructional designer for publishing.

## Key Messages

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- Author writes Rev 0 **draft** of MLM.
- SMEs **review** Rev 0 MLM (as PowerPoint file).
- Author edits and ID Publishes Rev 1 Draft on PERA website.
- Full PERA Distribution reviews and comments on Rev 1 Draft (as PPTX and PDF files)
- Author edits “release candidate” and PERA Leadership releases new (2026) MLM on website including multiple formats (as agreed).



- Author writes Rev 0 draft of MLM.
- SMEs review Rev 0 MLM (as PowerPoint file).
- Author edits and ID Publishes Rev 1 Draft on PERA website.
- Full PERA Distribution reviews and comments on Rev 1 Draft as PPTX and PDF (book format)
- Author edits “release candidate” and PERA Leadership releases new (2026) MLM on website including multiple formats (as agreed).

## More Information



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### Related MLMs:

- MLM-024-A What are Micro Learning Modules?
- MLM-024-B Procedure for Publishing MLMs ( this MLM )
- MLM-024-C MLM Content and Format
- MLM-024-D MLM Production Tips

Please click [here](#) to rate this learning module.



There are four related MLMs that may be of interest:

- MLM-024-A What are Micro Learning Modules?
- MLM-024-B Procedure for Publishing MLMs ( this MLM )
- MLM-024-C MLM Content and Format
- MLM-024-D MLM Production Tips



## Author

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Gary has more than 40 years of experience with enterprise integration and optimization projects, including PERA master planning and project management.

As one of the initial authors of the PERA Handbook of Master Planning, he has used PERA Enterprise Architecture and Master Planning methodologies throughout his career including control and information systems for oil production, pipelines, refining and marine loading, petrochemicals, coal, gas, and oil-fired power plants, polyethylene, ammonia, explosives, paint, pulp and paper, food and beverage, and pharmaceuticals. LNG facilities included world-scale arctic, European, and US Gulf coast complexes.

infrastructure facilities included Fire, Police, and Emergency Response systems for major US cities, as well as emissions reporting and trading systems for more than 100 US Power Plants,

