



Design Rationale - Storyboard
How to Don and Maintain PPE

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How to Don and Maintain PPE

DESIGN RATIONALE

I chose this topic because it presented both a challenge and a valuable opportunity to transform highly important, compliance-driven information into a clear and engaging instructional video.

Ensuring proper PPE use in a GMP environment is critical, and this project allowed me to apply instructional design principles to make that message not only understandable, but impactful for real-world application.

My goal was to create a highly practical, efficient, and visually supported learning experience that meets the needs of adult learners in a regulated environment.

This instructional video was developed using David Kolb's **Experiential Learning Theory** as a guiding framework, ensuring that the content engages multiple learning styles—**Diverging, Assimilating, Converging, and Accommodating** (DACA).

By combining concrete demonstration, clear explanation, reflective guidance, and actionable steps, the video speaks to a diverse workforce with varied preferences for processing and applying information.

Each section reinforces GMP compliance while using direct, action-oriented language and consistent visual cues to minimize cognitive load and support procedural memory.

The tone of the voiceover talent is professional, calm, and authoritative, taking in mind the critical nature of the topic. The inclusion of real-world consequences, safety reminders, and TAKEDA-specific practices turns the content into more than a checklist—it becomes a meaningful behavior-shaping tool that supports performance, compliance, and pride in operational excellence.



MULTIMEDIA SOFTWARE & GEAR USED

Blackmagic Design Studio 4k Camera - Custom PPE Footage

Final Cut Pro 11 - Video Editing - Montage

Logic Pro X - Voiceover Recording & Editing

Izotope RX 11- Vocal Noise Cleaning & Mastering

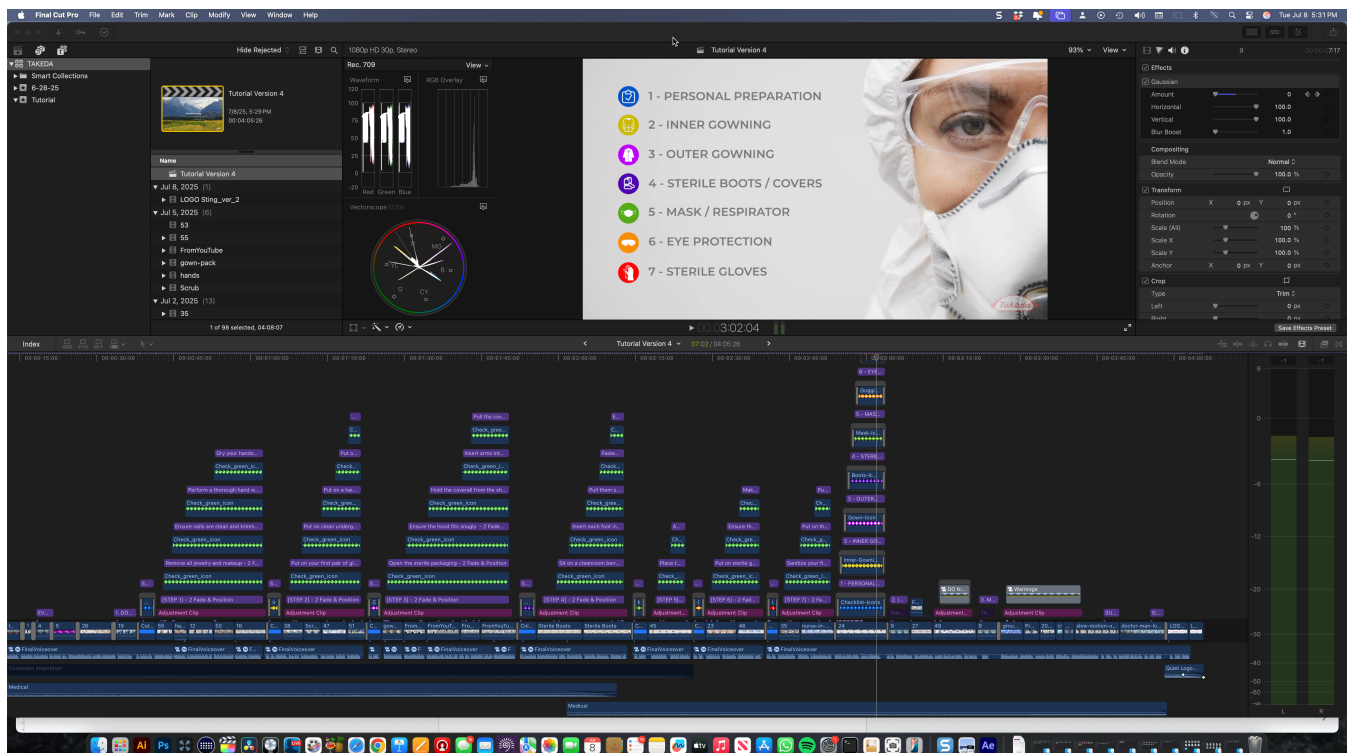
Screenflow - Image Capturing

Photoshop 2025 - Creating Custom Icons

After Effects 2025 - TAKEDA's Logo Animation

Envato - Stock Images - B-Roll

Leonardo A.I - Specific clip creation





Storyboard – How to Don and Maintain PPE TAKEDA GMP Training

Written and produced by Jose Luis Galvis

Scene 1

Shot Type: Branded intro

Visual: TAKEDA logo and slogan with subtle motion graphics.

Scene 2

Shot Type: Medium Shot

Visual: Three members of the facility looking straight to the camera. Camera makes an horizontal dolly in slow motion.

Voiceover:

"In this video, you'll learn how to don and maintain your personal protective equipment, or PPE, correctly."

Notes: Establishing shot; fade into next scene.

Scene 3

Shot Type: Wide shot

Visual: Image of a Takeda manufacturing facility

Voiceover:

"This training is designed for working in TAKEDA's GMP environment."

Notes: Cut to close-up of PPE sign or warning label.

Scene 4

Shot Type: Close-Up

Visual: Zoom in on "GMP Zone" image. Next fades into a wide shot showing two fully covered workers wearing PPE.

Voiceover:

"Before you step into a GMP zone, remember — everything you wear matters."

Scene 5

Shot Type: Medium shot

Visual: A worker wearing PPE in a red room following a checklist.

Voiceover:

"One mistake can compromise the product and the process."

Notes: Stylized warning overlay; red alert indicator optional.

Scene 6

Shot Type: Camera tracks worker's zipping from torso to head.

Visual: Worker zipping up PPE

Voiceover:

"By the end of this tutorial, you'll know exactly how to don PPE safely and avoid contamination risks — all in full alignment with TAKEDA's procedures."

Notes: Transition to Point 1 with a or vertical slide.

Scene 7

Shot Type: Title Card - Background image showing personnel wearing PPC. Image is out of focus

Visual: Text on screen: *1. Donning Sequence*

Voiceover:

"Follow these steps for a correct donning sequence."

Scene 8

Shot Type: Title Card

Visual: Text on screen: *1 – Personal Preparation*

Voiceover:

"Step 1 – Personal Preparation"

Scene 9

Shot Type: Medium Shot

Visual: Split screen.

Left: Image of a girl removing makeup

Right: Green checkmark followed by text -Worker removes makeup.

Voiceover:

"Before entering the gowning area, remove all jewelry and makeup."

Visual: Split screen.

Right: Hands showing clean and trimmed nails

Left: Green checkmark followed by text -Worker removes makeup.

Voiceover:

"Ensure nails are clean and trimmed."

Visual: Split screen.

Left: Hands washing thoroughly, using proper technique.

Right: Green checkmark followed by text - Perform a thorough hand wash

Voiceover:

"Perform a thorough hand wash using soap and water."

Visual: Split screen.

Left: Hands under a hand dryer

Right: Green checkmark followed by text - Dry your hands completely

Voiceover:

"Dry your hands completely with sterile wipes or an air dryer."

Notes: Emphasize friction, timing, and technique.

Shot Type: Point of View (POV)

Visual: Worker looks at mirror or camera, self-check.

Voiceover:

"From this point forward, avoid touching your face, hair, or any non-sterile surfaces."

Notes: Subtle camera motion to simulate realism. Slide cut into next scene.

Scene 10

Shot Type: Title Card

Visual: Step 2 – Inner Gowning

Voiceover:

"Step 2 – Inner Gowning"

Scene 11

Shot Type: Split screen

Visual:

Left: Close shot on a worker puts on first pair of gloves

Right: Green checkmark followed by text - Put on your first pair of gloves.

Voiceover:

"If your facility requires inner garments... Put on your first pair of gloves"

Visual:

Left: Medium shot of a worker wearing scrub

Right: Green checkmark followed by text - Put on clean undergarments or scrubs.

Voiceover:

"Then your clean facility-issued garment,"

Visual:

Left: Medium shot of a putting on a hairnet

Right: Green checkmark followed by text - Put on a hairnet to fully contain hair

- Put on a beard cover

Voiceover:

"Put on a hairnet to fully contain hair. Put on a beard cover if applicable"

Visual:

Left: Medium shot of a putting on shoe covers

Right: Green checkmark followed by text - Put on cleanroom socks or shoe covers

Voiceover:

"Put on cleanroom socks or shoe covers"

Scene 12

Shot Type: Title Card

Visual: *Step 3 – Sterile Outer Gown*

Voiceover:

"Step 3 – Sterile Outer Gown"

Scene 13

Shot Type: Medium Shot

Visual:

Left: Close shot of worker opens sterile gown pack, holding coverall without touching interior.

Right: Green checkmark followed by text - Open the sterile packaging

Voiceover:

"Now, begin donning your sterile outer gown. Open the sterile packaging carefully, avoiding contact with the inside."

Notes: Subtle tilt-down on movement.

Visual:

Left: Close shot of worker putting on gown hood,

Right: Green checkmark followed by text - Ensure hood fits snugly and covers hairnet

completely

Voiceover:

"Ensure hood fits snugly and covers hairnet completely."

Visual:

Left: medium shot of worker putting on gown.

Right: Green checkmark followed by text - Hold the coverall from the shoulders and step into each leg.

Voiceover:

"Hold the coverall from the shoulders and step into each leg ensuring no part touches the floor"

Visual:

Left: medium shot of worker inserting arms into gown sleeves.

Right: Green checkmark followed by text - Insert arms into sleeves

Voiceover:

"Hold the coverall from the shoulders and step into each leg ensuring no part touches the floor"

Visual:

Left: medium shot of worker zipping up gown

Right: Green checkmark followed by text - Pull the coverall fully over your torso and zip it up completely

Voiceover:

"Pull the coverall fully over your torso and zip it up completely. Check that all closures are secure and no skin or hair is exposed."

Scene 14

Shot Type: Title Card

Visual: Step 4 – Sterile Boots/Covers

Voiceover:

"Step 4 – Sterile boots and covers."

Scene 15

Shot Type: Split screen

Visual: Worker seated on cleanroom bench putting on boot covers.

Voiceover:

"Next, put on the sterile boots or ensure the integrated boot covers are secured."

Visual:

Left: Worker seated on cleanroom bench putting on boot covers.

Right: Green checkmark followed by text - Sit on a cleanroom bench

Voiceover:

"Sit on a cleanroom bench"

Visual:

Left: Worker seated on cleanroom bench putting on boot covers.

Right: Green checkmark followed by text - Insert each foot into the boot covers, one at a time

Voiceover:

"Insert each foot into the boot covers, one at a time"

Visual:

Left: Worker seated on cleanroom bench pulling boots.

Right: Green checkmark followed by text - Pull them securely over the coverall legs

Voiceover:

"Pull them securely over the coverall legs"

Visual:

Left: Worker seated on cleanroom bench fastening boot's straps.

Right: Green checkmark followed by text - Fasten any straps or ties if present

Voiceover:

"Fasten any straps or ties if present"

Visual:

Left: Worker seated on cleanroom bench checking on boots.

Right: Green checkmark followed by text - Ensure a complete seal between the boot and coverall

Voiceover:

"Ensure a complete seal between the boot and coverall"

Scene 16

Shot Type: Title Card

Visual: Step 5 – Mask or Respirator

Voiceover:

"Step 5 – Mask or respirator"

Scene 17

Shot Type: Close-Up

Visual:

Left: Worker putting on mask over nose and mouth

Right: Green checkmark followed by text - Place the sterile mask or respirator over your nose and mouth.

Voiceover:

"Place the mask or respirator over your nose and mouth."

Visual:

Left: Worker putting on mask over nose and mouth

Right: Green checkmark followed by text - Adjust the straps for a tight fit, and mold the nosepiece if applicable.

Voiceover:

"Adjust the straps for a tight fit, and mold the nosepiece if applicable."

Scene 18

Shot Type: Title Card

Visual: *Step 6 – Eye Protection*

Voiceover:

"Step 6 - Eye protection"

Scene 19

Shot Type: Close up Shot

Visual:

Left: Worker applies goggles or face shield.

Right: Green checkmark followed by text - Put on sterile goggles or full face shield.

Voiceover:

"Put on sterile goggles or full face shield."

Visual:

Left: Worker applies goggles or face shield.

Right: Green checkmark followed by text - Ensure they fit comfortably with no gaps.

Voiceover:

"Ensure they fit comfortably with no gaps."

Visual:

Left: Worker adjusting goggles.

Right: Green checkmark followed by text - Make sure the strap does not interfere with your hood or mask seal.

Voiceover:

"Make sure the strap does not interfere with your hood or mask seal."

Scene 20

Shot Type: Title Card

Visual: *Step 7 – Sterile Gloves*

Voiceover:

"Step 7 – Sterile Gloves"

Scene 21

Shot Type: Medium shot

Visual:

Left: Worker sanitizes inner gloves

Right: Green checkmark followed by text - Sanitize your first pair of sterile gloves with sanitizer

Voiceover:

"Sanitize your first pair of sterile gloves with sanitizer."

Visual:

Left: Worker puts on a second pair of gloves over previous gloves.

Right: Green checkmark followed by text - Apply the second pair of gloves

Voiceover:

"Apply the second pair of gloves "

Visual:

Left: Worker tightens gloves ensuring proper seal.

Right: Green checkmark followed by text - Pull them over the sleeves of the coverall to form a tight seal.

Voiceover:

"Pull them over the sleeves of the coverall to form a tight seal."

Scene 22

Shot Type: Close Shot

Visual: Face of a gowned worker on is placed on the right of the shot, showing only half of the face, allowing space for text on the left.

On the left side, every previous step (1 thru 7) appear as a list, one step at a time, showing icons.

Voiceover:

"You're now properly gowned and ready to enter TAKEDA's GMP environment. Every step helps protect product integrity and ensures compliance."

Scene 23

Shot Type: Medium Shot

Visual: Worker making final adjustment, facing entry to cleanroom.

Voiceover:

"Every step helps protect product integrity and ensures compliance."

Scene 24

Shot Type: Medium shot

Visual: Medium shot of worker inspecting PPE in front of a mirror, followed by a close shot of worker adjusting goggles.

Voiceover:

"Before entering the cleanroom, inspect and adjust your PPE. Make sure everything is secure and no skin is exposed."

Scene 25

Shot Type: Split screen

Visual:

Left: Worker fully gowned paying attention and adjusting PPE

Right: Red checkmark followed by text:

- Don't lean on walls
- Don't touch your face
- Don't adjust PPE with contaminated gloves

Voiceover:

"Don't lean on walls, touch your face, or adjust PPE with contaminated gloves. At TAKEDA, every movement matters."

Scene 26

Shot Type: Title Card - Background image showing personnel wearing PPC. Image is out of focus

Visual: Text on screen: 3. *MAINTAIN YOUR PPE*

Voiceover:

"Maintain your PPE."

Scene 27

Shot Type: Split screen

Visual:

Left: Workers checking on PPE

Right: Red checkmark followed by text:

-Check for damage or contamination before and after each use.

Voiceover:

"Check for damage or contamination before and after each use."

Visual:

Left: Worker cleaning reusable gear

Right: Red checkmark followed by text:

-Always store PPE in a clean, dry, designated location.

Voiceover:

"Always store PPE in a clean, dry, designated location"

Visual:

Left: Worker storing PPE

Right: Red checkmark followed by text:

-Always store PPE in a clean, dry, designated area.

Voiceover:

"Always store PPE in a clean, dry, designated area."

Visual:

Left: Worker disposing compromised PPE

Right: Red checkmark followed by text:

-Never delay replacing compromised equipment.

Voiceover:

"Never delay replacing compromised equipment."

Scene 28

Shot type: Medium shot

Visual: Workers working in full compliance.

Voiceover:

"Maintaining PPE is part of TAKEDA's commitment to product integrity and patient care."

Scene 29

Shot Type: Pedestal Shot from down up.

Visual: Worker fully gowned, seated on a lab bench

Voiceover:

"Remember: Suit up with purpose. Every glove, every mask, every careful step protects you, the product, and the process. Clean gear. Clear conscience. Get GMP ready."

Scene 30

Shot Type: Branded Outro

Visual: TAKEDA logo and slogan with subtle motion graphics and sound FX

Voiceover:

"Takeda — Better Health for People, Brighter Future for the World."