

Online course development: Dependent tasks

Reference: Milestones schedule (v2.5)

Who are required to complete a required task.

	Required tasks	Faculty	Instructional designer	Media producer
1	P1: Complete milestones schedule	Required	Required	Required
2	P1: Create development course	Required		
3	P1: Gather course materials	Required		
4	P1: Needs analysis	Required	Required	
5	P1: Scope of work	Required	Required	
6	P1: Course alignment map (CAM)	Required	Required	
7	P1: Draft plan for media	Required	Required	
8	P2: Create outline for media	Required	Required	
9	P2: Create draft citations list for media	Required	Required	
10	P2: Distill charts and graphs		Required	
11	P2: Go over outlines, charts/graphs, citations for media		Required	Required
12	P2: Design activities and assessments	Required	Required	
13	P2: Identify 3 rd party videos	Required	Required	
14	P2: Finalize plan and outlines for media			Required
15	P2: Create style boards			Required
16	P2: Content delivery design (DM#1)	Required		Required
17	P2: Video script	Required		
18	P2: Video script copy-editing		Potential	Required
19	P2: Video script clearance	Required		
20	P2: Scripts and studio orientation (DM#2)	Required		Required
21	P2: Finalize citations list		Required	
22	P2: Identify Blackboard tools		Required	
23	P2: Submit reading list		Required	
24	P3: Record planned videos	Required		Required
25	P3: Create student workflow	Required	Required	

26	P3: Select Blackboard tools	Required	Required	
27	P3: Finalize activities and assessments	Required	Required	
28	P3: Post-production, Rough cuts (RC)			Required
29	P3: Create sample online module	Required	Required	
30	P3: Add materials to Blackboard		Required	
31	P3: Consult with librarian		Required	
32	P3: Post-production, First cuts (FC)			Required
33	P3: Review First cuts (FC)			Required
34	P3: Meet with ITL, Check-in	Required	Required	
35	P3: Post-production, Fine cuts (FN)			Required
36	P3: Review Fine cuts (FN)	Required	Required	
37	P3: Create rubrics, finalize grading criteria and scale		Required	
38	P3: Finalize syllabus		Required	
39	P3: Post-production, Final cuts (FX)			Required
40	P3: Release Final cuts (FX)			Required
41	P3: Finalize and approve Blackboard	Required	Required	
42	P3: Upload videos to Kaltura		Required	
43	P3: Send videos for captioning		Required	
44	P4: Coordinate clickthrough and QM review		Required	
45	P4: Make changes from QM review	Required	Required	
46	P4: Meet with ITL, Hand-off	Required	Required	
47	P4: Maintenance documentation		Required	

Total dependencies:

	Faculty	ID	MP
Faculty:	–	18	4
Instructional designer (ID):	18	–	2 (+1)
Media producer (MP):	4	2 (+1)	–
Independent:	4	13	8

Activity and expertise dependency: The math

With 2 inputs needed.

Faculty (F)	IC partner (ID/MP)		F + ID/MP		OUTCOME
0	0	→	0, 0	→	On-time (25%)
	1	→	0, 1	→	Late
1	0	→	1, 0	→	Late
	1	→	1, 1	→	Late

0 = On-time

1 = Late

Activity and expertise dependency: Recognizing the math

With 3 inputs needed.

Faculty (F)	IC partner (ID)	IC partner (MP)		F + ID + MP		OUTCOME
0	0	0	→	0, 0, 0	→	On-time (12.5%)
		1	→	0, 0, 1	→	Late
	1	0	→	0, 1, 0	→	Late
		1	→	0, 1, 1	→	Late
1	0	0	→	1, 0, 0	→	Late
		1	→	1, 0, 1	→	Late
	1	0	→	1, 1, 0	→	Late
		1	→	1, 1, 1	→	Late

0 = On-time

1 = Late