



Online course development milestones schedule

[Production semester, YEAR]
[Course acronym, number and name]

Instructional Designer (ID): [first last]

Media Producer (MP): [first last]

Faculty: [first last]

The Instructional Core emphasizes the importance of sticking to the schedule in the creation of a quality online course. Please use this throughout your work to help you meet deadlines.

Phase and week:	Tasks to complete:
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Phase 1: Initiation, collection, analysis and conceptualization

Week 1
[mm/dd/yyyy]

Project starts after the kick-off meeting

- **ID and MP will:**
 - Create milestone schedule; share with Faculty
- **ID will:**
 - Create and share cloud folders
 - Blackboard: Add template to development course
- **MP will:**
 - Create and share cloud folders
- **Faculty will:**
 - Blackboard: Create development (Dev) course

Week 2
[mm/dd/yyyy]

- **Faculty will:**
 - Gather and relevant share course materials and share with ID
- **ID will:**
 - Blackboard: Add template to the Dev course, including Ally
- **ID, MP and Faculty will:**
 - Meet to discuss and finalize the milestone schedule

Week 3
[mm/dd/yyyy]

- **ID and Faculty will go over:**
 - Needs Analysis
 - Scope of Work
 - Course Alignment Map (CAM) – weekly objectives
- **MP will:**
 - Attend meetings as needed
 - Provide guidance on media communications and production feasibility

Week 4
[mm/dd/yyyy]

- **ID and Faculty completes:**
 - Needs Analysis
 - Scope of Work
 - Course Alignment Map (CAM) – completed, consult librarian on resources (if needed)
 - Draft plan for media
- **ID and MP will:**
 - Review the plan for media

Phase 2: Design (learning content and media communications)	
Week 5 [mm/dd/yyyy]	▪ ID and Faculty will: ○ Create outlines for media (per the plan for media)
Week 6 [mm/dd/yyyy]	▪ ID will: ○ Create outlines for media ○ Create a draft citations list – as needed ○ Distill charts/graphs to create a simple version – as needed ▪ ID and MP will: ○ Go over outlines, related charts/graphs and citations for media ○ Hand-off faculty from for media production process (at IDT meeting)
Week 7 [mm/dd/yyyy]	▪ ID and Faculty will: ○ Design activities and assessments ○ Identify 3rd party video and resources ▪ MP will: ○ Review and finalize updated plan and outlines for media (adjust as needed) ○ Create style boards ○ Hold design meeting #1: Content delivery - Note: MP and ID pre-meet; Faculty and ID attend; 60-120 minutes ▪ Present and walk-through style boards ▪ Discuss and review story concepts ▪ Establish common visual communications concept ▪ Settle the scope ▪ Faculty will: ○ Begin scripting following the agreed upon media design
Week 8 [mm/dd/yyyy]	▪ Faculty will: ○ Complete scripts and deliver to MP ▪ MP will: ○ Copy-edit faculty scripts – prepare for on-screen delivery and align with agreed upon media design ○ Review scripts with ID, then with Faculty ○ Hold design meeting #2: Scripts and studio orientation - Note: MP and ID pre-meet; Faculty and ID attend; 60-120 minutes ▪ Discuss, review and finalize scripts ▪ Provide guidance on attire, presentation and recording ▪ Practice recording and review presentation ▪ ID will: ○ As needed: ▪ Support with finding copyright-friendly and historic images; ▪ Support re-design of charts and graphs; ▪ Review scripts ○ Complete a final citations list – as needed ○ Blackboard: Identify tools needed to support the activities and assessments, consult with ITL ○ Submit reading list to the librarian ▪ ID and Faculty will: ○ Design activities and assessments ○ Identify 3rd party video and resources

Phase 3: Production and development	
Week 9 [mm/dd/yyyy]	▪ MP and Faculty will: ○ Record planned videos
Week 10 [mm/dd/yyyy]	▪ ID and Faculty will: ○ Create the student workflow ○ Blackboard: Select tools ○ Finalize activities and assessments ▪ MP will: ○ Begin post-production process
Week 11 [mm/dd/yyyy]	▪ MP will: ○ Continue post-production process ▪ ID will: ○ Create sample module, consult with Faculty and duplicate ○ Blackboard: Add course materials (readings, citations, 3rd party materials, etc.) ○ Work with Librarian to complete the reading links
Week 12 [mm/dd/yyyy]	▪ MP will: ○ Continue post-production process ○ Potentially send media for review to Faculty and ID ▪ ID will: ○ Blackboard: Add course materials (readings, citations, 3rd party materials, etc.) ▪ ID and Faculty will: ○ Meet with ITL for mid-point check-In
Week 13 [mm/dd/yyyy]	▪ MP will: ○ Continue post-production process ○ Potentially send media for review to Faculty and ID ▪ ID will: ○ Blackboard: Add course materials (readings, citations, 3rd party materials, etc.) ○ Create rubrics and finalize grading criteria and scale ○ Finalize syllabus and create downloadable version
Week 14 [mm/dd/yyyy]	▪ Faculty and ID will: ○ Blackboard: Finalize and approve with faculty as QM-ready ▪ MP will: ○ Complete the post-production process ▪ ID will: ○ Blackboard: Upload media to Kaltura for LMS ○ Send media for captioning



Phase 4: Evaluation	
Week 15 [mm/dd/yyyy]	▪ ID will: ○ Coordinate clickthrough and QM reviews
Week 16 [mm/dd/yyyy]	▪ ID and Faculty will: ○ Work with faculty to address any changes/recommendations from the reviewers ○ Meet with the ITL for handoff ▪ ID will: ○ Provide updated maintenance documentation for Faculty