
From: Miranda Van Ommeren
Sent: Friday, June 17, 2022 5:55 PM
To: brownhr314@gmail.com
Cc: instructor.success@datacamp.com
Subject: Determine Contract Dates

Hello Harrison,

Congratulations! You have been selected to create the DataCamp course: **Manipulating Time Series Data in R**.

Basic contract information can be found [here](#). Part of the contract includes a timeline with important milestones in the course development process. In order to get a better sense of when you think you'd be able to achieve the milestones in the contract, please fill in the information below with concrete dates and return to me by **Tuesday, June 21st**.

Please make sure to account for travel, holidays, busy work schedules, etc., to avoid missed deadlines. *(If you do change a deadline from the suggested timeline, please indicate why - holiday, travel, etc)*

Start Date: (preferably June 27th): _____

Course deliverables:

1. Course specs by _____.
 - Course specs refer to creating a thorough course outline with capstone exercises for each of the 4 chapters, a satisfactory sample lesson on our authoring tool, and a round of feedback. Find more details [here](#).
 - This process should take 7 weeks from the start date.
2. A draft of all content for chapter 1 by _____.
 - This refers to completing the content for chapter 1 based on our quality standards.
 - This usually takes about 3 weeks. Find more details [here](#).
3. A draft of all content for all chapters by _____.
 - This takes approximately 2 weeks per subsequent chapter (+ (3 chapters*2 = 6 weeks).
4. A completed course satisfactory to us in form and content by _____.
 - This takes an additional 3 weeks for final tweaks.

Please schedule a call to review this information, any contract questions and make sure we're aligned. You can find my calendar, [here](#). Please let me know what best works for you.

Cheers,
Miranda