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| **Project Activity (high level)** | **START** | **END** |
| **Initiation** | | |
| Obtain and submit ***Project Request Document*** (someone from LTS will request a meeting) |  |  |
| LTS: Identify Project Priority within organization and whether development will be in house or external |  |  |
| Conduct preliminary research and planning |  |  |
| Prepare project ***Scope document*** (optional/recommended) |  |  |
| Conduct ***Learning Needs Analysis*** (recommended) |  |  |
| Conduct Content Analysis |  |  |
| Develop ***Detailed Outline*** (scope and sequence content) |  |  |
| Request a Legacy Code and financial coding  (***LOIF document***) |  |  |
| **Design** | | |
| Develop ***Learning Design Plan*** and Maintenance Plan |  |  |
| Official signoff of ***Learning Design Plan*** |  |  |
| Complete ***Service Contract*** |  |  |
| Consult with team on Graphic Theme and possible interactivity |  |  |
| Storyboard all modules/topics/globals/quizzes (draft) |  |  |
| Content review of storyboards by Subject Matter expert (if required) |  |  |
| Send revised (draft)storyboard to LTS for a Development project plan |  |  |
| Complete a storyboard walkthrough meeting with LTS project team (developer, graphic designer, project manager) and review of project plan |  |  |
| Send first language storyboard to Learning Services Desktop Publishing team for editing |  |  |
| Revise and finalize first language storyboards  (use Storyboard Readiness Checklist) |  |  |
| Obtain Director Signoff on final first language storyboards |  |  |
| Send final first language storyboards to translation |  |  |

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| **Project Activity (high level)** | **START** | **END** |
| **Development** | | |
| Design/Develop interface based on client’s chosen Graphic Theme |  |  |
| Obtain Director signoff on interface |  |  |
| Develop first language product |  |  |
| Conduct Instructional Design QA, Unit testing and Informal Pilot (with SMEs or OGD if required)with all changes to be recorded in Test Track |  |  |
| Revise storyboards and product based on decisions by course owner and project manager |  |  |
| Complete language edit/concurrence of storyboards |  |  |
| Finalize ***LOIF document*** |  |  |
| Develop product in 2nd language |  |  |
| Instructional Design QA and of second language product |  |  |
| Revise product based on decisions by course owner and project manager (storyboard and online product should match) |  |  |
| Functional(Accessibility) and Integration QA (whole product) |  |  |
| Apply fixes to product based on decisions by course owner and project manager |  |  |
| Obtain client acceptance of final product |  |  |
| **Implementation** | | |
| Cataloguing and Version Control (ILMS Business Ops) |  |  |
| Deployment in ILMS |  |  |
| Archiving of source files and project documentation |  |  |
| Initiate maintenance plan |  |  |
| Evaluation activities (automatic through Evaluation team) |  |  |
| **Process Improvement** | | |
| Conduct process improvement meeting |  |  |
| Complete ***Process Improvement Report*** |  |  |

**PROJECT TITLE**