

Tasks and Deliverables for Converting Existing Content to Interactive WBT

Tasks	Deliverables
<i>Design Phase</i>	
• Establish team (roles and responsibilities)	• Team member list
• Review design standards, expected process, deliverables	• Check-off by development team
• Establish Design Schedule	• Schedule and check-off by development team
• Identify any previously defined: <ul style="list-style-type: none"> – learning outcomes (goals) and relationships, objectives, course scope – script – assessments 	• Something similar should already exist for video: <ul style="list-style-type: none"> – Syllabus (should contain: goal statement, list of objectives, course scope definition) – Script – Test questions
• Create an outline of “events” in video as they occur	• Sequence chart (can be created from script)
• Determine instructional strategy --Start out by using the sequence chart above. For each “event”, define event description, interaction, and media	• Instructional treatment plan (or Design Document)
• Compare design document (instructional treatment plan) with standards	• Check-off by project leader
• Establish Development Schedule	• Schedule and check-off by development team
• Determine format/interface design	• Interface/Screen designs and template for lessons, if different from standard look and feel for network
• Begin content re-structuring	• Preliminary course map (flowchart or site map)
• Develop “vertical” and “horizontal” prototypes	• Horizontal: Web prototype of full course structure (with look & feel and functionality, but no content) and • Vertical: One “module” fully developed with content
• Conduct evaluation of prototype	• Evaluation data
• Complete revisions	• Completed full prototype
• Verify that prototype meets standards	• Check-off by project leader and appropriate network approver
<i>Development Phase</i>	
• Review and verify timeline/schedule	• Check-off by development team
• Continue re-structuring content for remaining “modules”	• Course content or “instruction”
• Communicate multimedia requirements (video to be encoded, custom graphics, animations)	• Schedule and check-off by graphic artist/multimedia expert
• Generate/convert multimedia resources	• Multimedia resource files (video, animation, custom graphics)
• Content edited	• Edited content (1st draft)
• Proofing of course	• List of recommended revisions
• Course completed	• Completed 2nd draft
• Determine if course meets standards	• Check-off by project leader and appropriate network approver
<i>Testing Phase</i>	
• Determine evaluation procedures	• Evaluation plan
• Implement evaluations	• Evaluation data
• Analyze data	• List of required revisions
• Communicate revisions	• Check-off by development team members
• Implement revisions	• Final product check-off by project leader and appropriate network approver