# Tasks and Deliverables for Developing New Content

| Tasks | Deliverables |
|---|---|
| **Design Phase** | |
| • Establish team (roles and responsibilities) | • Team member list |
| • Review design standards, expected process, deliverables | • Check-off by development team |
| • Establish schedule for design | • Schedule and check-off by development team |
| • Conduct analyses: learner (audience), learning outcomes/goals (skills/knowledge to be learned) | • Learner analysis (audience analysis)<br>• Goal statement |
| • Generate objectives by breaking down goals | • List of objectives |
| • Cluster goals and objectives | • Course scope |
| • Create high-level content outline | • Sequence chart (an outline of each "event" that will occur) |
| • Define learner assessment method | • Learner assessment matrix (skills/knowledge needed mapped to test questions) |
| • Determine instructional strategy<br>--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 | • Check-off by development team |
| • Determine course metaphor (optional) | • Description of course metaphor and related concepts |
| • Determine format | • Interface/screen designs and template for lessons |
| • Begin content 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)<br>and<br>• 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 |
| **Development Phase** | |
| • Review and verify timeline/schedule | • Check-off by development team |
| • Continue generating content for remaining "modules" | • Content information |
| • Communicate multimedia requirements | • Schedule and check off by graphic artist/multimedia expert |
| • Generate multimedia resources by unit | • Multimedia resource files (video, animation, graphics) |
| • Generate syllabus and test | • Syllabus and test |
| • 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 |
| **Testing Phase** | |
| • 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 and check-off by project leader and appropriate network approver |