Tasks and Deliverables
for Converting Existing Content to Straight Streams

Because the timeframe and process is so short for converting video into "straight streamed" courses, it is preferred that the following be done for a group of streamed courses to save time and automate the production process. This process can, however, be performed on an individual basis if necessary.

Tasks	Deliverables
Design Phase	
• Determine format/interface design	• Appropriate interface/screen designs and template for network chosen
• If interface needs re-designing: – Establish Interface Design Schedule – Complete revisions to interface	– Schedule and check-off by designer/developer – Completed interface
• Verify that interface meets standards	• Check-off by project leader (or network approver if new interface had to be designed)
• Establish Development Schedule	• Schedule and Check-off by developer
• Review standards, expected process, deliverables (this includes discussion of directory structure and file naming standards)	• Check-off by developer
• Locate syllabus and any other course materials user will need	• Something similar should already exist for video: – Syllabus (should contain: Goal statement, list of objectives, course scope definition) – Other materials (workbooks, job aids, etc.)
Development Phase	
• Communicate multimedia requirements (video to be encoded)	• Schedule and check-off by media expert
• Generate/convert multimedia resources	• Multimedia resource files (video)
• Content *edited* and *proofed*	• Edited and proofed content
• Course completed	• Completed course
• Determine if course meets standards	• Check-off by project leader and appropriate network approver

Testing for straight streams is only worthwhile for us if it is conducted for groups of courses, rather than on individual bases.

Tasks	Deliverables
Testing Phase	
• Determine evaluation procedures	• Evaluation plan
• Implement evaluations	• Evaluation data
• Analyze data	• List of required revisions
• Communicate revisions	• Check-off by developer
• Implement revisions	• Final product check-off by project leader (or appropriate manager) and network approver