## HORIZON PROJECT PLAN & TIMELINE BY WEEK

| TASKS BY PHASE | ROLES | WEEKS | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | WEEK 1 | WEEK 2 | WEEK 3 | WEEK 4 | WEEK 5 | WEEK 6 | WEEK 7 | WEEK 8 | WEEK 9 |
| **START-UP** | | | | | | | | | | |
| Kick-off meeting | PM, ID, Developer | | | | | | | | | |
| Create initial plan | PM, ID | | | | | | | | | |
| Client review & revise | Client, SME, ID | | | | | | | | | |
| **RESEARCH & ANALYSIS** | | | | | | | | | | |
| Needs Analysis | ID | | | | | | | | | |
| Audience Analysis | ID | | | | | | | | | |
| Content Analysis | ID | | | | | | | | | |
| Client review & revise | Client, SME, ID | | | | | | | | | |
| **DESIGN & PROTOTYPE** | | | | | | | | | | |
| Write performance objectives | ID | | | | | | | | | |
| Organize and sequence | ID | | | | | | | | | |
| Instructional strategies | ID | | | | | | | | | |
| UI design | iD | | | | | | | | | |
| Prototype | iD, developer | | | | | | | | | |
| Client review & revise | Client, SME, ID | | | | | | | | | |
| **DEVELOPMENT** | | | | | | | | | | |
| Write storyboards & scripts | ID | | | | | | | | | |
| Write manuals & job aids | ID | | | | | | | | | |
| Write test items | ID | | | | | | | | | |
| Find media | ID | | | | | | | | | |
| Client review & revise | Client, SME, ID | | | | | | | | | |
| **PRODUCTION** | | | | | | | | | | |
| Produce graphics | iD, developer, graphic designer | | | | | | | | | |
| Record and edit audio | iD, developer, media person | | | | | | | | | |
| Record and edit video | iD, developer, media person | | | | | | | | | |
| Program Alpha | iD, developer | | | | | | | | | |
| Client review & revise | | | | | | | | | | |
| Program and QA Beta | iD, developer | | | | | | | | | |
| Client review & revise | | | | | | | | | | |
| Program & QA Final | iD, developer | | | | | | | | | |
| Client review & revise | Client, SME, ID, developer | | | | | | | | | |
| **EVALUATION** | | | | | | | | | | |
| Final QA in LMS | iD, developer | | | | | | | | | |
| Pilot Test | ID | | | | | | | | | |
| Review short-term results | ID | | | | | | | | | |
| Project debrief | Team | | | | | | | | | |
| Review long-term metrics | Client, ID | | | | | | | | | |