## 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	WEEK 10
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 designe	r									
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										

## PROJECT PLAN & TIMELINE BY WEEK

TASKS BY PHASE								
	WEEK 11	WEEK 12	WEEK 13	WEEK 14	WEEK 15	WEEK 16	WEEK 17	WEEK 18
START-UP								
Kick-off meeting								
Create initial plan								
Client review & revise								
RESEARCH & ANALYSIS								
Needs Analysis								
Audience Analysis								
Content Analysis								
Client review & revise								
DESIGN & PROTOTYPE								
Write performance objectives								
Organize and sequence								
Instructional strategies								
UI design								
Prototype								
Client review & revise								
DEVELOPMENT								
Write storyboards & scripts								
Write manuals & job aids								
Write test items								
Find media								
Client review & revise								
PRODUCTION								
Produce graphics								
Record and edit audio								
Record and edit video								
Program Alpha								
Client review & revise								
Program and QA Beta								
Client review & revise								
Program & QA Final								
Client review & revise								
EVALUATION								
Final QA in LMS								
Pilot Test								
Review short-term results								
Project debrief								
Review long-term metrics								