

PROJECT PLAN & TIMELINE BY WEEK

[illegible]

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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								