

eLearning Development Timeline

TASK	OWNER	WK1	WK2	WK3	WK4	WK5	WK6	WK7	WK8	WK9	WK10	WK11	WK12	WK13
PROJECT PLANNING		4/5	4/12											
Project Kick-Off Meeting	All													
Create Course Project Plan	Developer													
Review Course Project Plan	SME													
STORYBOARDING			4/12	4/19	4/26	5/3								
Storyboard 1 st Draft	Developer													
Review Storyboard 1 st Draft	SME													
Storyboard 2 nd Draft	Developer													
Review Storyboard 2 nd Draft	SME													
PROTOTYPE							5/10	5/17						
Prototype 1 st Draft	Developer													
Review Prototype 1 st Draft	SME													
DEVELOPMENT									5/24	5/31	6/7	6/21	6/28	
Course 1 st Draft	Developer													
Review Course 1 st Draft	SME													
Course 2 nd Draft	Developer													
Review Course 2 nd Draft	SME													
Course Final Draft	Developer													
Approve Course Final Draft	SME													
TESTING & QA														7/5
Test Course	Developer													
Make Final Course Edits	Developer													
COURSE DELIVERY														
Publish to LMS	LMS Admin													
Communicate Course Availability	SME													

TASK	OWNER	WK17	WK18	WK19	WK20
PROJECT PLANNING					
Project Kick-Off Meeting	All				

Create Course Project Plan	Developer				
Review Course Project Plan	SME				
STORYBOARDING					
Storyboard 1 st Draft	Developer				
Review Storyboard 1 st Draft	SME				
Storyboard 2 nd Draft	Developer				
Review Storyboard 2 nd Draft	SME				
PROTOTYPE					
Prototype 1 st Draft	Developer				
Review Prototype 1 st Draft	SME				
DEVELOPMENT					
Course 1 st Draft	Developer				
Review Course 1 st Draft	SME				
Course 2 nd Draft	Developer				
Review Course 2 nd Draft	SME				
Course Final Draft	Developer				
Approve Course Final Draft	SME				
TESTING & QA					
Test Course	Developer				
Make Final Course Edits	Developer				
SAME PAGE MEETING (Classes Starts Soon)	All	8/2			
COURSE DELIVERY			8/9		
Publish to LMS	LMS Admin				
Communicate Course Availability	SME			8/16	

*Team will take a break between weeks 13-17 and reconvene on August 2nd in preparation for course rollout.