# Library CE Institute Workshop: Work Plan and Schedule for Working Group

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| **Group Members:**  (WebJunction Point Person: TBD) |  |
| **Virtual Collaboration and Communication Plan** | |
| Collaboration tools (note individual preferences) |  |
| Communication channels (email, chat, Skype, etc.) |  |
| Frequency of check-ins; options for online web/video conference meetings |  |
| File-sharing options and preferences |  |
| Schedule alignment (most available times, vacations/conference commitments, etc.) |  |
| Other |  |

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| **Phase** | **Process** | **Who** (all contributors) | **Notes** | **When?** |
| **Track** | * Roles Preferences (note strengths and skills of group members) |  |  |  |
| * Timeline Determined |  |  |  |
| * Version Control Plan |  |  |  |
|  |  |  |  |
| **Analyze** | * Specific Topic and Audience Identified |  |  |  |
| * Course Learning Objectives Finalized |  |  |  |
| * Available Learning Assets Identified |  |  |  |
| * SMEs Identified |  |  |  |
| * Other roles (technical support, reviewers) |  |  |  |
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| **Phase** | **Process** | **Who** (all contributors) | **Notes** | **When?** |
| **Design** | * Create Course Outline |  |  |  |
| * New Learning Assets Created |  |  |  |
| * Supporting Resources Identified and Created |  |  |  |
| * Create “Knowledge Checks” – Quizzes, Simulations, Games or Tests |  |  |  |
| * Visual Mapping (creating the layout and look-and-feel in Storyline) |  |  |  |
| * Prototyping |  |  |  |
|  |  |  |  |
| **Develop** | * Determine Naming Conventions (slides, scenes, etc.) |  |  |  |
| * Establish Review/Edit/Revision Cycle Protocols |  |  |  |
| * Testing, Proofing |  |  |  |
| * Closed Captioning Options |  |  |  |
| **Phase** | **Process** | **Who** (all contributors) | **Notes** | **When?** |
| **Develop, cont.** |  |  |  |  |
| **Publish** | * Determine Publishing/Review cycle |  |  |  |
| * Identify Reviewers/ Process for Responding to Feedback |  |  |  |
| * Identify Hosting Site (if needed) |  |  |  |
| * Determine Parameters for Publishing (mobile, LMS, Web) |  |  |  |
|  |  |  |  |
| **Evaluation and Revision** | * Determine Evaluation Process |  |  |  |
| * Establish a Revision Cycle (if needed) |  |  |  |
|  |  |  |  |
| **Indicators of success** |  | | | |

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