

Program Development Timeline

TASK	OWNER	WK1 6/12-6/16	WK2 6/20-6/23	WK3 6/26-6/30	WK4 7/10-7/14	WK5 7/17-7/21	WK6 7/24-7/28	WK7 7/31-8/4	WK8 8/7-8/11	WK9 8/14 -8/18	WK10 8/28-8/31	WK11 9/5-9/8	WK12 9/12-9/15	WK13 9/18-9/22
PROJECT PLANNING		6/12-6/16	6/20-6/23											
Needs Assessment	Heath/SME	Due 6/14												
Project Kick Off meeting	Heath	Meet 6/16												
Create Course Project Plan	Heath		Due 6/22											
Review Course Project Plan	SME Team		Meet 6/22											
STORYBOARDING														
Storyboard 1 st Draft	Heath			Due 6/26										
Review Storyboard 1 st Draft	SME Team			Meet 6/26										
Storyboard 2 nd Draft	Heath			Due 6/30										
Review Storyboard 2 nd Draft	SME Team			Meet 6/30										
DEVELOPMENT														
Course 1 st Draft	Heath				7/10-7/14	7/17-7/21	7/24-7/28							
Review Course 1 st Draft	SME Team				Due 7/10									
Course 2 nd Draft	Heath				Meet 7/11									
Review Course 2 nd Draft	SME Team					Due 7/19								
Course Final Draft	Heath					Due/ Meet 7/19								
Approve Course Final Draft	SME Team						Meet 7/24							
TESTING & Evaluation														
Test Course	Heath/SME Team							7/31-8/4	8/7-8/11					
Make Final Course Edits	Heath							7/31-8/4	8/7-8/11					
COURSE DELIVERY														
Publish to LMS	Heath									8/14-8/18	8/28-8/31			
e-learning Module: Introduction	Heath									Mon 8/14				
In person Learning: Introduction	SME: Ms. Kim									Tues 8/15				
e-learning Module: Trust, respect, and teamwork:	Heath									Weds 8/16				
In person Learning: Trust, respect, and teamwork:	SME: Ms. McCullough									Thur 8/17				
E-learning: Communication	Heath													
In-person: Communication	Ms. Jacobson										Mon 8/28			

E-learning: Self-awareness and accountability	Heath										Tues 8/29			
In-person: Self-awareness and accountability	Dr. Demarest										Wed 8/30			
Post Program Review and Report											Thu 8/31			
Send-out Program Surveys	Heath											9/5-9/8	9/12-15	9/18-9/22
Analysis of Surveys and Feedback	Heath and SME Team											9/5		
Post Program Report	Heath/SME												Meet 9/14	
														Due 9/22