# 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
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| * 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** |  |

*The Library CE Institute is a partnership of WebJunction and Infopeople, generously supported
by a grant from the Institute of Museum & Library Services (IMLS).*