

Work Packages & Tasks								Sequence, Week of:											Status		
								5/10	5/17	5/24	5/31	6/7	6/14	6/21	6/28	7/5	7/12	7/19		7/26	
1.0 Introduction																					
1.1	Introductory tasks	1 week	2 hours	N/A	N/A	N/A	Kim													Complete	
2.0 Project Initiation																					
2.1	Set up client call	2 weeks	1 hour	N/A	N/A	N/A	Kim													Complete	
2.2	SWOT Analysis	1 week	4 hours	N/A	N/A	Final	Kim													Complete	
2.3	Risk Analysis	1 week	0.5 hour	N/A	N/A	Final	Kim													Complete	
3.0 Project Management																					
3.1	WBS, Timeline & Project Charter	1 week	4 hours	N/A	N/A	Final	Kim													Complete	
4.0 Writing Proposal Unit / Pitching Project to Advisor																					
4.1	Write proposal	1 week	4 hours	N/A	N/A	Final	Kim													Complete	
4.2	Pitch to advisor	1 day	1 hour	N/A	N/A	N/A	Kim & Rick													Complete	
5.0 Kickoff with Client																					
5.1	Set up client call	1 week	0.5 hour	N/A	N/A	N/A	Kim													Complete	
5.2	Identify / confirm testers	1 week	1 hour	N/A	Finding testers	N/A	OMEGA													I/P	
5.3	Hold client call	1 day	1 hour	N/A	N/A	N/A	Kim & OMEGA													Complete	
6.0 Writing and Signing MOU																					
6.1	Prepare MOU	1 week	1 hour	N/A	N/A	Final	Kim													Complete	
6.2	Everyone sign MOU	1 week	0.5 hour	N/A	N/A	N/A	OMEGA, OSU													Not started	
7.0 Delivery Cycle 1: ID Plan, Dgn Templates, Content Outline																					
7.1	Develop ID plan using Dr. Tray's template	1 week	4 hours	N/A	N/A	Working	Kim													I/P	
7.2	Design e-learning template in PPT & Storyline	1 week	4 hours	N/A	N/A	Working	Kim													I/P	
7.3	Prepare a storyboard template	1 week	1 hour	N/A	N/A	Working	Kim													I/P	
7.4	Prepare an outline of content, add to storyboard	1 week	8 hours	N/A	N/A	Draft	Kim													I/P	
7.5	Client review of outline	2 days	2 hours	Kevin or Megan	Client availability	N/A	OMEGA													Not started	
7.6	Update outline based on client review	1 day	2 hours	N/A	N/A	Final	Kim													Not started	
8.0 Delivery Cycle 2: Graphics, Content, Draft PPT Slides																					
8.1	Identify relevant graphics & videos	1 week	8 hours	N/A	Quality media	N/A	Kim													Not started	
8.2	Research and populate content into storyboard (no formatting)	2 weeks	30 hours	N/A	Finding content	N/A	Kim													Not started	
8.3	Complete storyboard	1 week	4 hours	N/A	N/A	Working	Kim													Not started	
8.4	Create draft PowerPoint slides from Storyboard	1 week	16 hours	N/A	N/A	Working	Kim													Not started	
8.5	Develop script for each slide, add to instructor notes	1 week	16 hours	N/A	N/A	Working	Kim													Not started	
8.6	Client review of PPT slides	2 days	2 hours	Kevin or Megan	Client availability	Draft	OMEGA													Not started	
8.7	Update PPT slides based on client review	1 day	4 hours	N/A	N/A	Final	Kim													Not started	
9.0 Delivery Cycle 3: Storyline Development & Testing																					
9.1	Import into Storyline	1 week	2 hours	N/A	N/A	N/A	Kim													Not started	
9.2	Build/format content slides	1 week	8 hours	N/A	N/A	N/A	Kim													Not started	
9.3	Embed graphics and videos	1 week	8 hours	N/A	N/A	N/A	Kim													Not started	
9.4	Record audio	1 week	8 hours	N/A	Dogs :)	N/A	Kim													Not started	
9.5	Add interactions and transitions	2 weeks	20 hours	N/A	N/A	N/A	Kim													Not started	
9.6	Import audio and add timings	2 weeks	16 hours	N/A	N/A	N/A	Kim													Not started	
9.7	Design fact sheet/reference materials	1 week	20 hours	N/A	N/A	Draft	Kim													Not started	
9.8	Add fact sheet/reference materials to module	1 week	1 hour	N/A	N/A	N/A	Kim													Not started	
9.9	Publish draft module to ReviewLink	1 week	1 hour	N/A	N/A	Draft	Kim													Not started	
10.0	Client quick review	1 day	2 hours	Kevin or Megan	Client availability	N/A	OMEGA													Not started	
10.1	Update module	1 day	2 hours	N/A	N/A	Draft v2	Kim													Not started	
10.0 Present to Client and Turnover																					
10.1	Perform stakeholder testing	1 week	1 hour/person	Backup reviewers	Timely reviews	N/A	Testers													Not started	
10.2	Schedule review call	1 week	0.5 hour	N/A	Availability	N/A	Kim													Not started	
10.3	Participate in review call	1 day	1 hour	N/A	N/A	N/A	Kim & testers													Not started	
10.4	Update module	2 days	8 hours	N/A	N/A	N/A	Kim													Not started	
10.5	Publish final module to web	1 week	0.5 hour	N/A	Web access	Final	Kim													Not started	
10.6	Prepare client presentation	1 week	2 hours	N/A	N/A	Final	Kim													Not started	
10.7	Give client presentation	1 day	1 hour	N/A	Client availability	N/A	Kim & OMEGA													Not started	
11.0 Present Final Project to Advisor and Second Reader																					
11.1	Schedule presentation with advisor & 2nd reader	1 day	0.5 hour	N/A	N/A	Final	Kim													Not started	
11.2	Give presentation to advisor & 2nd reader	1 day	1 hour	N/A	N/A	Final	Kim, Rick & Dr. Tray													Not started	
11.3	Final reviews by client	1 week	4 hours	N/A	Client availability	N/A	OMEGA													Not started	
11.4	Final updates	1 week	8 hours	N/A	N/A	N/A	Kim													Not started	
11.5	Publish final module to client website	1 week	2 hours	N/A	Web access	Final v2	Kim & OMEGA													Not started	