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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **TASK** | **OWNER** | **WK1** | **WK2** | **WK3** | **WK4** | **WK5** | **WK6** | **WK7** | **WK8** | **WK9** | **WK10** | **WK11** | **WK12** | **WK13** | **WK14** | **WK15** | **WK16** | **WK17** |
| **PROJECT PLANNING** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Project Kick-Off Meeting | *All* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Create Course Project Plan | Developer |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Review Course Project Plan | SME |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **STORYBOARDING** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Storyboard 1st Draft | Developer |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Review Storyboard 1st Draft | SME |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Storyboard 2nd Draft | Developer |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Review Storyboard 2nd Draft | SME |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **PROTOTYPE** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Prototype 1st Draft | Developer |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Review Prototype 1st Draft | SME |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **DEVELOPMENT** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Course 1st Draft | Developer |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Review Course 1st Draft | SME |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Course 2nd Draft | Developer |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Review Course 2nd Draft | SME |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Course Final Draft | Developer |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Approve Course Final Draft | SME |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **TESTING & QA** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Test Course | Developer |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Make Final Course Edits | Developer |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **COURSE DELIVERY** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Publish to LMS | LMS Admin |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Communicate Course Availability | SME |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |