## MOOC Development Timeline

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| Preparatory Work | *Timeline dates are from the time of grant approval.* |
| Action Item | **Duration** | **Estimated Dates** |
| Notification of project approval | Approval Date | \_ \_ - \_ \_ - \_ \_ \_ \_ |
| Faculty and content contributors sign Intellectual Property Agreement (IPA) via DocuSign* Signing of the IPA initiates the process to transfer grant funds to the department
 | 20 Minutes | \_ \_ - \_ \_ - \_ \_ \_ \_*(one to two weeks from approval)* |
| Post-Award Meeting* *Expand on key points from grant proposal to clarify project needs*
* *Discuss possible course team configuration and roles*
* *Introduce the MITx development process and team roles*
 | One Hour | \_ \_ - \_ \_ - \_ \_ \_ \_*(two to three weeks from approval)* |
| Begin Planning* Faculty begins to consider approach to course content and assessment
 | *ongoing* | \_ \_ - \_ \_ - \_ \_ \_ \_*(begin after Post-Award Meeting)* |
| Strategy Meeting* Determine expected development timeline
* *Explore potential learning strategy/pedagogy*
* *Discuss primary learning goals*
 | One Hour | \_ \_ - \_ \_ - \_ \_ \_ \_*(one to two months from approval)* |

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| Bridge to Production – Planning Period | *Timeline dates are from the time of grant approval.* |
| Action Item | **Duration** | **Estimated Dates** |
| Begin to design course content * Draft course outline
* Plan initial production schedule
* Investigate assessment strategies
* Consider Feature-Based Enrollment approach for learner experience
* Look into intellectual property usage
 | *ongoing* | \_ \_ - \_ \_ - \_ \_ \_ \_*(begin two to four months from approval)* |
| Schedule Trainings with OWLS Teams* *Platform Training*
* *IP Training*
* *Media Orientation*
* *Accessibility Discussion*
 | One to Two Hours | As appropriate based on plan(s) from Strategy Meeting and course team availability;*Email your OWLS Project Administrator to schedule* |

*It is important that course teams maintain regular communication with the OWLS team during the development process. If you have any questions or concerns, please contact your Project Administrator or* *mitx-pm@mit.edu**.*

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| Production Work | *Timeline dates progress to the course launch date.* |
| Action Item | **Duration** | **Estimated Dates** |
| Begin Building Course* Content creation
	+ Finalize assessment(s) strategies & build
	+ Choose reading(s)
	+ Supplemental text
	+ Media production
	+ Updating content based on IP tracking
	+ Finalize policy on verified and audit learner experience
 | Nine+ months | \_ \_ - \_ \_ - \_ \_ \_ \_*(nine months before launch)* |
| Build a representative week* *Provides a template for the rest of the course*
* *Allows experimentation with different content styles*
* *Helps provide realistic time management for the rest of the project*
 | One month | \_ \_ - \_ \_ - \_ \_ \_ \_*(nine months before launch)* |
| Check-In Meeting with OWLS* Revisit Strategy Meeting notes
* Review the representative week
* Revise representative week and iterate of development plan based on discussion
 | One hour  | \_ \_ - \_ \_ - \_ \_ \_ \_*(eight to nine months before launch)* |
| Meet with individual OWLS team to review development status * *Allows MITx team to help you troubleshoot any current challenges or concerns*
* *Provides opportunity for collaborative planning*
 | *ongoing*  | \_ \_ - \_ \_ - \_ \_ \_ \_\_ \_ - \_ \_ - \_ \_ \_ \_\_ \_ - \_ \_ - \_ \_ \_ \_ |
| Create About Page* Submit form and assets to OWLS
* Review and approve preview page
 | One week  | \_ \_ - \_ \_ - \_ \_ \_ \_*(three months before launch)* |
| About Page is published and enrollment opens | - | \_ \_ - \_ \_ - \_ \_ \_ \_*(two months before launch)* |
| Complete development:* Final videos uploaded with transcripts
* Begin clearing outstanding IP objects
* Finalize content on platform
* Faculty completes initial review
 | Two months  | \_ \_ - \_ \_ - \_ \_ \_ \_*(two months before launch)* |
| Pre-Launch meeting with OWLS staff* Review launch checklist
* Finalize course moderation/management with OWLS
	+ Identify beta-testers, TAs
* Review learner communication plan
 | One hour  | \_ \_ - \_ \_ - \_ \_ \_ \_*(two months before launch)* |
| Beta test course* Course team makes final updates/changes based on findings & OWLS recommendations
 | One to two month(s)  | \_ \_ - \_ \_ - \_ \_ \_ \_*(one to two months before launch)* |
| Finalize IP object status | One month  | \_ \_ - \_ \_ - \_ \_ \_ \_*(one month before launch)* |
| LAUNCH! |  | **\_ \_ - \_ \_ - \_ \_ \_ \_** |