




Certification in Water Efficiency & Reuse Project Plan						COURSE A INTRODUCTION + MODULE 1			COURSE A MODULES 2-8 + CONCLUSION			COURSE B INTRO + MODULES 1-8 + CONCL			
OWNER	PROJECT TASK					START	DAYS	FINISH	START	DAYS	FINISH	START	DAYS	FINISH	
FAC	Lecture Videos	Interactive	Quizzes/DBQs/Journals	Blackboard Content	Resources	Mon, May 1	5	Mon, May 8	Wed, May 17	12	Mon, Jun 5	Mon, Jun 26	12	Thu, Jul 13	
	Design Module Lecture Video PowerPoints and script Welcome Video	Script Module Interactive	Write Module Assignments and Rubrics	Draft Learning Outcomes (LOs) and Detailed Course Outline											
PM	Assist FAC/ID with finding stock images					Mon, May 8	3	Thu, May 11	Mon, Jun 5	5	Mon, Jun 12	Thu, Jul 13	5	Thu, Jul 20	
ID	Ensure lecture content matches LOs and edit PowerPoints, if needed	Review Interactive Script and Create Storyboard for Interactive	Review assignment structure and match to all competencies												
PM	Copyedit all materials (above) for grammar, punctuation, & consistency														
FAC	Revise LOs, Welcome Script, Module PowerPoints, Interactive Content, and Assignments, based on ID input														
Various	FAC - Film Videos (PM to book appointment)														
	Media Support Person - Produce Videos	ID - Build Interactive		FAC - Finalize LOs, compose Welcome Text, Module Intro, and Bio	FAC - Find Module External Resources and complete Study Aid	Mon, May 15	2	Wed, May 17	Wed, Jun 21	3	Mon, Jun 26	Mon, Jul 31	3	Thu, Aug 3	
				ID - Ensure competencies are measurable and specific	ID - Confirm Resources are fair use and/or in the public domain	Wed, May 17	2	Fri, May 19	Mon, Jun 26	5	Mon, Jul 3	Thu, Aug 3	5	Thu, Aug 10	
				PM - Create Video Transcripts, Syllabus, Survey, and Auto Announcements			Fri, May 19	5	Fri, May 26	Mon, Jul 3	10	Tue, Jul 18	Thu, Aug 10	10	Thu, Aug 24
				Graphic Designer - Design Course Banners and Navigational PDF											
				PM - Copyedit all materials (above) for grammar, punctuation, & consistency											
ID	Finalize LMS Build-Out					Fri, May 26	1	Tue, May 30	Tue, Jul 18	5	Tue, Jul 25	Thu, Aug 24	5	Thu, Aug 31	
PM/ID	QA of LMS Build-Out					Tue, May 30	1	Wed, May 31	Tue, Jul 25	3	Fri, Jul 28	Thu, Aug 31	3	Wed, Sep 6	
	Revisions/Fixes to LMS Build-Out and Create Course Tour Video					Wed, May 31	1	Thu, Jun 1	Fri, Jul 28	2	Tue, Aug 1	Wed, Sep 6	2	Fri, Sep 8	
FAC	COURSE DEVELOPMENT FACULTY SIGN-OFF					Thu, Jun 1	2	Mon, Jun 5	Tue, Aug 1	3	Fri, Aug 4	Fri, Sep 8	3	Wed, Sep 13	
ID	Revisions/Fixes to LMS Build-Out					Mon, Jun 5	1	Tue, Jun 6	Fri, Aug 4	2	Tue, Aug 8	Wed, Sep 13	2	Fri, Sep 15	
EXECSP	EXECUTIVE SIGN-OFF					Tue, Jun 6	2	Thu, Jun 8	Tue, Aug 8	5	Tue, Aug 15	Fri, Sep 15	5	Fri, Sep 22	

6-Aug

2017 Holidays	Boyer Vacation	PROJECT START-UP TASKS	START	DAYS	FINISH
5/29/2017	May 15 – 19; conference, available by email	Respond to Contract and Draft Course Outline	Wed, Apr 19	5	Wed, Apr 26
7/4/2017	May 29 – June 2; family trip, not available	CONTRACT & CONFIDENTIALITY AGREEMENT SIGNED	Wed, Apr 26	2	Fri, Apr 28
9/4/2017	June 19 – 23; conference, available by email	Build Project Assets	Fri, Apr 28	1	Mon, May 1
11/10/2017	July 5 – 9; family trip, not available	PROJECT KICK-OFF MEETING	Mon, May 1	0	Mon, May 1
11/23/2017	July 10 – 16; out of town				
11/24/2017	August 6; baby due date				
12/24/2017					
12/25/2017					