Project Launch

WebEx
Project launch meeting
Writer/Dev/ Lead/Artist
1/2 day

Sharepoint
Content Ready for Production

Sharepoint
Download and review files from Courses area and create new task in Course Project Tasklist
1/2 day

HTML
layout course menu structure within template
3 days

Graphics
Brainstorm and submit graphics requests on Sharepoint, then email Matt
1 day

Artists

Flash/Illustrator/ Photoshop
Storyboard graphics
3 days

Review
Artists internal review
1/2 day

Graphic edits needed?

Yes

Review
Submit graphics for team read-through
1/2 day

Graphic edits needed?

Yes

Flash/Illustrator/ Photoshop
Update storyboard
1 day

No

Sharepoint
Create inked graphics
1 week

Review
Artists internal review
1/2 day

Graphic edits needed?

Sharepoint
Post graphics and alert developer that graphics are ready

Developers

Sharepoint
Update development status in Course Project Tasklist

TextMate
Add/edit text content in course template
3 days

Captivate/Flash/ Snagit
Create/edit demos, videos, screenshots for corresponding content
1 week

Captivate/Flash
Insert animations and graphics into HTML
2 days

TextMate
Create Try-its, quiz elements, interactivity
3 days

TextMate
Attach Resources

Shared Server
Upload class files to server

Sharepoint
Update development status in Course Project Tasklist

Submit for Review: Prototype or Pre-audio?

Review
Submit for **Prototype** Review, email review team
1 day

Changes needed?

No

Review
Submit for **Pre-Audio** Review, email review team
2 days

Changes needed?

Yes

Captivate/Flash/ Snagit/TextMate
Edit demos, graphics, and screenshots as listed on Review sheet
2 days

Sharepoint
Create audio transcript, submit audio request, email Greg/Michelle
1/2 day

Audio
Record audio tracks (if required) and export audio
1 day

Sharepoint
Update task in MIMS Project Tasklist, email developer

Captivate/Flash
Edit and sync audio to videos, animations, etc.
2 days

Artists

Flash
Edit and sync audio to animations
1 day

Developers

Shared Server
Upload class files to shared server

Sharepoint
Post graphics and alert developer that graphics are ready

Sharepoint
Update task in MIMS Project Tasklist

Review
Submit for **Post-Audio** Review and Graphics Review, email review team
1 day

Changes needed?

Yes

Captivate/Flash/ Snagit/TextMate
Edit demos, graphics, and screenshots as listed on Review sheet
2 days

Flash/Illustrator/ Photoshop
Graphic Designers create/edit illustrations and animations.
1 day

Shared Server
Upload files to shared server and notify developer

Sharepoint
Update task in MIMS Project Tasklist

Review
Submit for **Final** Review, email review team
1 day

No

Upload
Post published file and transcript

Sharepoint
Update task in MIMS Project Tasklist, email Michelle

Shared Server
Upload all working dev files to server
1/2 day

Project Complete

LOE is based upon one writer/artist for every 1 to 1.5 hours of content.

Each class production team consists of one writer, one artist, one developer, one editor.

Artist and developer LOE's run concurrently.

Artists cycle in blue

Developers in green

TOTAL LOE:
Developer: 31 days (6.2 weeks)
Artist: 12.5 days (2.5 weeks)