## 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*](mailto: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! | |  | **\_ \_ - \_ \_ - \_ \_ \_ \_** |