

ONLINE CREDIT COURSE  
Timeline Worksheet

Course Catalog Title: **Course ID: Course Title**

Faculty Developer Signature (Name of Faculty) \_\_\_\_\_

ELS Project Lead Signature (Name of Instructional Designer) \_\_\_\_\_

Timeline:

Month	Date	Tasks / Descriptions	Completed
		Project Lead receives copy of the signed Faculty Online Course Development Agreement	<input type="checkbox"/>
Month	xx/xx/xx	Kick-off meeting	<input type="checkbox"/>
		Go over syllabus and course materials	<input type="checkbox"/>
		Go over timeline and have faculty signed the timeline	<input type="checkbox"/>
		Project lead sends a report to Department Chair	<input type="checkbox"/>
Month	xx/xx/xx	Content for module 1 should be submitted by faculty	<input type="checkbox"/>
		Project lead develops prototype	<input type="checkbox"/>
		Faculty approves prototype	<input type="checkbox"/>
		Project lead sends monthly report to Department Chair	<input type="checkbox"/>
Month	xx/xx/xx	Content for modules 2 & 3 should be submitted by faculty	<input type="checkbox"/>
		Project lead sends report to Department Chair	<input type="checkbox"/>
		eLearning develops modules 2 & 3	<input type="checkbox"/>
		Faculty reviews modules 2 & 3 and provides feedback	<input type="checkbox"/>
		eLearning revise modules	<input type="checkbox"/>
		Project lead sends a report to Department Chair	<input type="checkbox"/>

Month	xx/xx/xx	Content for modules 4 & 5 should be submitted by faculty	<input type="checkbox"/>
		eLearning develops modules 4 & 5	<input type="checkbox"/>
		Project lead sends report to Department Chair	<input type="checkbox"/>
		Faculty reviews modules 4 & 5 and provides feedback	<input type="checkbox"/>
		eLearning revise modules	<input type="checkbox"/>
		Project lead sends a report to Department Chair	<input type="checkbox"/>
Month	xx/xx/xx	Content for modules 6 & 7 should be submitted by faculty	<input type="checkbox"/>
		eLearning develops modules 6 & 7	<input type="checkbox"/>
		Faculty reviews modules 6 & 7 and provides feedback	<input type="checkbox"/>
		eLearning revise modules 6 & 7	<input type="checkbox"/>
		Project lead sends report to Department Chair	<input type="checkbox"/>
Month	xx/xx/xx	Set-up BB live course (module framework)	<input type="checkbox"/>
		Populate BB course with module contents	<input type="checkbox"/>
Month	xx/xx/xx	Course goes live	<input type="checkbox"/>
		Faculty sign-off on completed course development	<input type="checkbox"/>
		Project lead provides supports to faculty	<input type="checkbox"/>
End of Semester of 1 <sup>st</sup> course offering		Created back-up of course in BB	<input type="checkbox"/>
		Project lead sends a final report to Department Chair	<input type="checkbox"/>