

Internal Timeline for Spring 2017

Week 1	1/2 - 1/8	Launch Meeting
<input type="checkbox"/>	1/2	Prep timelines, agenda, PowerPoint, and support documents for launch meeting.
<input type="checkbox"/>	1/2	Schedule and attend a launch meeting.
<input type="checkbox"/>	1/2	Prepare the content delivery folders.
<input type="checkbox"/>	1/6	Create the dev shell and copy a template if applicable.
<input type="checkbox"/>	1/6	Support faculty as needed while they are creating their syllabus and schedule.
Week 2	1/9 - 1/15	Delivery of Syllabus & Schedule
<input type="checkbox"/>	1/9 - 1/15	Faculty works with peer reviewers to finalize the syllabus and schedule. Peer reviewers ensure the overall plan, objectives, topics, grading scheme, assignments, and tests meet the program expectations.
<input type="checkbox"/>	1/15	Support faculty as needed while they are creating their syllabus and schedule.
Week 3	1/16 - 1/22	Development of Syllabus and Schedule
<input type="checkbox"/>	1/16	Confirm delivery of syllabus and schedule.
<input type="checkbox"/>	1/16	Review quality of syllabus and schedule.
<input type="checkbox"/>	1/20	Develop the syllabus and schedule.
Week 4	1/23 - 1/29	Syllabus and Schedule Revisions/Review Week for Module 1 & 2 Content
<input type="checkbox"/>	1/23	Confirm delivery of modules 1 & 2 content.
<input type="checkbox"/>	1/23	Review quality of modules 1 & 2 content. Provide detailed feedback to address concerns.
<input type="checkbox"/>	1/25	Confirm faculty approval of the developed syllabus and schedule. Continue building Blackboard components.
<input type="checkbox"/>	1/25	Customize the course template per the syllabus and schedule. Begin building all possible components in the Blackboard course.
<input type="checkbox"/>	1/27	Finalize the syllabus and schedule.
<input type="checkbox"/>	1/29	15% Checkpoint for Content Delivery of Syllabus, Schedule, and Modules 1-2: Project status flagged if deadlines have not been met.
Week 5	1/30 - 2/5	Development of Modules 1 & 2/Delivery of Module 3
<input type="checkbox"/>	1/30	Confirm 15% checkpoint of content delivery for syllabus, schedule, module 1, and module 2.
<input type="checkbox"/>	2/3	Develop module 1 and module 2.
Week 6	2/6 - 2/12	Module 1 & 2 Revisions/Development of Module 3
<input type="checkbox"/>	2/6	Confirm delivery of module 3 content.
<input type="checkbox"/>	2/6	Review quality of module 3 content.
<input type="checkbox"/>	2/8	Confirm faculty approval of the developed module 1 and module 2.
<input type="checkbox"/>	2/10	Develop module 3.
<input type="checkbox"/>	2/10	Finalize module 1 and module 2.
<input type="checkbox"/>	2/12	25% Checkpoint for Content Delivery of Modules 3 & 4: No images or custom graphics for content delivered late.
Week 7	2/13 - 2/19	Module 3 Revisions/Development of Module 4
<input type="checkbox"/>	2/13	Confirm 25% checkpoint of content delivery for modules 3 & 4.
<input type="checkbox"/>	2/13	Confirm delivery of module 4 content.
<input type="checkbox"/>	2/13	Review quality of module 4 content.
<input type="checkbox"/>	2/15	Confirm faculty approval of the developed module 3.
<input type="checkbox"/>	2/17	Develop module 4.
<input type="checkbox"/>	2/17	Finalize module 3.
Week 8	2/20 - 2/26	Module 4 Revisions/Development of Module 5
<input type="checkbox"/>	2/20	Confirm delivery of module 5 content.
<input type="checkbox"/>	2/20	Review quality of module 5 content.
<input type="checkbox"/>	2/22	Confirm faculty approval of the developed module 4.
<input type="checkbox"/>	2/24	Develop module 5.
<input type="checkbox"/>	2/24	Finalize module 4.
Week 9	2/27 - 3/5	Module 5 Revisions/Development of Module 6
<input type="checkbox"/>	2/27	Confirm delivery of module 6 content.
<input type="checkbox"/>	2/27	Review quality of module 6 content.
<input type="checkbox"/>	3/1	Confirm faculty approval of the developed module 5.
<input type="checkbox"/>	3/3	Develop module 6.
<input type="checkbox"/>	3/3	Finalize module 5.
<input type="checkbox"/>	3/5	50% Checkpoint for Content Delivery of Modules 5, 6, 7, & 8: Interactive elements limited to multiple choice for content delivered late.
Week 10	3/6 - 3/12	Module 6 Revisions/Development of Modules 7 & 8
<input type="checkbox"/>	3/6	Confirm 50% checkpoint of content delivery for modules 5, 6, 7, & 8.
<input type="checkbox"/>	3/6	Confirm delivery of modules 7 & 8 content.
<input type="checkbox"/>	3/6	Review quality of modules 7 & 8 content.
<input type="checkbox"/>	3/8	Confirm faculty approval of the developed module 6.
<input type="checkbox"/>	3/10	Develop modules 7 & 8.
<input type="checkbox"/>	3/10	Finalize module 6.
Week 11	3/13 - 3/19	Modules 7 & 8 Revisions/ Development of Module 9
<input type="checkbox"/>	3/13	Confirm delivery of module 9 content.

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<input type="checkbox"/>	3/13	Review quality of module 9 content.
<input type="checkbox"/>	3/15	Confirm faculty approval of the developed modules 7 & 8.
<input type="checkbox"/>	3/17	Develop module 9.
<input type="checkbox"/>	3/17	Finalize modules 7 & 8.
Week 12	3/20 - 3/26	Module 9 Revisions/Development of Module 10
<input type="checkbox"/>	3/20	Confirm delivery of module 10 content.
<input type="checkbox"/>	3/20	Review quality of module 10 content.
<input type="checkbox"/>	3/22	Confirm faculty approval of the developed module 9.
<input type="checkbox"/>	3/24	Develop module 10.
<input type="checkbox"/>	3/24	Finalize module 9.
Week 13	3/27 - 4/2	Module 10 Revisions/Development of Module 11
<input type="checkbox"/>	3/27	Confirm delivery of module 11 content.
<input type="checkbox"/>	3/27	Review quality of module 11 content.
<input type="checkbox"/>	3/29	Confirm faculty approval of the developed module 10.
<input type="checkbox"/>	3/31	Develop module 11.
<input type="checkbox"/>	3/31	Finalize module 10.
<input type="checkbox"/>	4/2	75% Checkpoint for Content Delivery of Modules 9, 10, 11, & 12: Direct copy and paste of content for items delivered late.
Week 14	4/3 - 4/9	Module 11 Revisions/Development of Module 12
<input type="checkbox"/>	4/3	Confirm 75% checkpoint of content delivery for modules 9, 10, 11, & 12.
<input type="checkbox"/>	4/3	Confirm delivery of module 12 content.
<input type="checkbox"/>	4/3	Review quality of module 12 content.
<input type="checkbox"/>	4/5	Confirm faculty approval of the developed module 11.
<input type="checkbox"/>	4/7	Develop module 12.
<input type="checkbox"/>	4/7	Finalize module 11.
Week 15	4/10 - 4/16	Module 12 Revisions/Development of Module 13
<input type="checkbox"/>	4/10	Confirm delivery of module 13 content.
<input type="checkbox"/>	4/10	Review quality of module 13 content.
<input type="checkbox"/>	4/12	Confirm faculty approval of the developed module 12.
<input type="checkbox"/>	4/14	Develop module 13.
<input type="checkbox"/>	4/14	Finalize module 12.
Week 16	4/17 - 4/23	Module 13 Revisions/Development of Module 14
<input type="checkbox"/>	4/17	Confirm delivery of module 14 content.
<input type="checkbox"/>	4/17	Review quality of module 14 content.
<input type="checkbox"/>	4/19	Confirm faculty approval of the developed module 13.
<input type="checkbox"/>	4/21	Develop module 14.
<input type="checkbox"/>	4/21	Finalize module 13.
<input type="checkbox"/>	4/23	100% Checkpoint for Content Delivery of Modules 13, 14, 15, & 16: Faculty assumes responsibility for the development of content
Week 17	4/24 - 4/30	Module 14 Revisions/Development of Modules 15 & 16
<input type="checkbox"/>	4/25	Confirm 100% checkpoint of content delivery for modules 13, 14, 15, & 16.
<input type="checkbox"/>	4/25	Confirm delivery of modules 15 & 16 content.
<input type="checkbox"/>	4/25	Review quality of modules 15 & 16 content.
<input type="checkbox"/>	4/27	Confirm faculty approval of the developed module 14.
<input type="checkbox"/>	4/28	Develop modules 15 & 16.
<input type="checkbox"/>	4/28	Finalize module 14.
Week 18	5/1 - 5/5	Module 15 & 16 Revisions/Tech Review/cQual/Course Completion
<input type="checkbox"/>	5/3	Confirm faculty approval of the developed modules 15 & 16.
<input type="checkbox"/>	5/5	Finalize module 15 & 16.
<input type="checkbox"/>	5/5	Tech Review
<input type="checkbox"/>	5/5	cQual Request
<input type="checkbox"/>	5/5	Finalize details and copy course to live shell.