

# Roles & Responsibilities

## Project: Academic Probation Overview

### Project Management

|  | Who's Responsible? | Due Date | Date Completed |
|--|--------------------|----------|----------------|
| Conduct needs assessment (target audience, goal, course objectives)            | Doug/Angela        | 6/15     | 6/15           |
| Determine project specifications (concept, practical/technical considerations) | Doug/Angela        | 6/9      | 6/9            |
| Identify delivery platform (online@UT, iTunes U, etc.)                         | Doug               | 6/9      | 6/9            |
| Determine required software (software compatible with delivery platform?)      | Angela             | 6/9      | 6/9            |
| Develop cost estimate (including on-going costs)                               | N/A                |          |                |
| Determine/Identify people resources (team members)                             | Doug               | 6/9      | 6/9            |
| Determine development timeline/milestones                                      | Angela             | 6/10     | 8/11           |
| Conduct follow-up call to client after project is delivered                    | Angela             | 8/5      | 8/11           |

### Instructional Design

|  | Who's Responsible? | Due Date | Date Completed                   |
|--|--------------------|----------|----------------------------------|
| Determine concept and objectives   | Doug/Angela        | 6/19     |                                  |
| Identify/Gather content sources  | Doug/Angela        | 6/15     | Received Module 1 content – 6/15 |
| Determine information hierarchy (outline, concept map or flowchart of content) | Doug/Angela        | 6/22     | 6/22                             |
| Develop storyboard to document course content                                  | Angela             | 6/24     | 6/24                             |
| Approve storyboard   | Doug/Dr. Derco     | 7/1      | 7/3                              |
| Develop course evaluation methodology  | Angela             | 7/1-24   | 7/31                             |
| Identify visuals (illustrations, photos, animations, video clips)              | Doug/Angela        | ongoing  | 7/31                             |
| Identify sounds (voice and music)  | Doug/Angela        | ongoing  | 7/31                             |
| Deliver test files (content) to programmer                                     | Doug               | 6/15     | Received Module 1 content – 6/15 |
| Develop text-based documentation   | Angela             | 7/24     | 8/11                             |

### Interface Design

|   | Who's Responsible? | Due Date | Date Completed |
|---|--------------------|----------|----------------|
| Determine screen design: Look and feel of project             | Angela             | 7/17     | 7/31           |
| Determine interface design: Navigation scheme and icon design | Angela             | 7/17     | 7/31           |
| Approve screen design   | Doug               | 7/24     | 7/31           |

### Graphic Design

|   | Who's Responsible? | Due Date | Date Completed |
|---|--------------------|----------|----------------|
| Create graphical elements of the screen design    | Angela             | 7/17     | 7/31           |
| Create graphical elements of the interface design | Angela             | 7/17     | 7/31           |

### Graphic Art

|  | Who's Responsible? | Due Date | Date Completed |
|--|--------------------|----------|----------------|
| Create/collect photographs and graphics          | Angela/Doug        | 7/17     | 8/11           |
| Create/render 2 and 3D animation and simulations | N/A                |          |                |

### Media Elements

|                                | Who's Responsible? | Due Date | Date Completed |
|--------------------------------|--------------------|----------|----------------|
| Create/collect video resources | Angela             | 7/17     | 6/30           |
| Digitize/edit video            | Angela             | 7/17     | 7/31           |
| Record/collect audio           | Angela             | 7/17     | 6/30           |
| Digitize/edit audio            | Angela             | 7/17     | 7/31           |

### Programming

|   | Who's Responsible? | Due Date | Date Completed |
|---|--------------------|----------|----------------|
| Advanced programming                                      | N/A                |          |                |
| Advanced authoring components (models, shells, functions) | N/A                |          |                |

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## Production

|  | <b>Who's Responsible?</b> | <b>Due Date</b> | <b>Date Completed</b> |
|--|---------------------------|-----------------|-----------------------|
| Create project templates from graphical elements | Angela                    | 7/17            | 7/31                  |
| Input data (text, video, audio and graphics)     | Angela                    | 7/17            | 7/31                  |
| Create HTML files                                | N/A                       |                 |                       |

## Quality Assurance

|  | <b>Who's Responsible?</b> | <b>Due Date</b> | <b>Date Completed</b> |
|--|---------------------------|-----------------|-----------------------|
| Proof/edit all copy/storyboards for grammar, spelling, style and content | Angela/Doug               | 7/1             | 7/31                  |
| Proof/edit visuals and audio for correctness                             | Angela/Doug               | 7/17            | 7/31                  |
| Proof/edit all screens against the storyboard                            | Angela/Doug               | 7/22            | 7/31                  |
| Conduct internal testing to ensure program works as intended             | Angela                    | 7/24            | 8/4                   |

## Training

|  | <b>Who's Responsible?</b> | <b>Due Date</b> | <b>Date Completed</b> |
|--|---------------------------|-----------------|-----------------------|
| Develop any training materials (train-the-trainer/training on product use) | Angela/maybe OIT?         | 8/5             | 7/24                  |
| Deliver training   | Angela/maybe OIT?         | 8/5             | 7/24                  |

## Copyright

|                                      | <b>Who's Responsible?</b> | <b>Due Date</b> | <b>Date Completed</b> |
|--------------------------------------|---------------------------|-----------------|-----------------------|
| Obtain permissions, verify ownership | Angela                    | 7/31            | 7/31                  |