



## Overview

Developing a learning unit with teachers is a time consuming process. It can take from 12 to 18 months to complete an online project, depending on the availability of your agency's personnel and resources, and the teachers' expertise with technology and the content matter.

## Resources

This timeline (also available in ) was developed on a 13-month schedule beginning in January. It allows for four phases -- [analysis](#), [design](#), [development](#), and [implementation](#), with evaluation built in throughout the process. It should be noted that this timeline is based on the school year rather than the government fiscal year, assuming that the project will be supported from one fiscal year to the next. For example, it suggests that you send an invitation to teachers in February or March, asking them to apply to work on the team. This allows teachers time to plan for summer workshop attendance in June or early July. It sets the launch date for the learning unit in January and builds in marketing before then, especially during the critical education conference months of October and November. You can also view [all tasks chronologically](#).

## Analysis

Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec Jan

	< Jan ----- Apr >
Identify the <a href="#">project director</a> and <a href="#">outline responsibilities</a> . See <a href="#">tip 2</a> .	< Jan >
Form an <a href="#">interdepartmental advisory team</a> and <a href="#">define the roles</a> of team members. See <a href="#">tip 2</a> .	< Jan >
Identify <a href="#">agency resources</a> that will be used in the learning unit. See <a href="#">tip 1</a> .	< Jan >
Determine <a href="#">optimum factors</a> that must exist within the agency to develop and sustain the project. See <a href="#">tip 1</a> .	<Jan/Feb>
Investigate the <a href="#">agency's technology issues</a> . See <a href="#">tip 1</a> .	<Jan/Feb>
Investigate agency's <a href="#">previous contacts with teachers</a> . See <a href="#">tip 3</a> .	<Jan/Feb>
Determine <a href="#">the audience for your learning unit</a> , i.e. high school, middle school etc. See <a href="#">tip 3</a> .	<Jan/Feb>
<a href="#">Outline the process</a> that will be used to <a href="#">choose teachers</a> and <a href="#">create a teacher application</a> . See <a href="#">tip 3</a> .	< Feb >
	Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec Jan

## Design

Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec Jan

	< Mar --- May >
<a href="#">Invite teachers</a> to apply to work on the project. Give them <a href="#">3-4 weeks to reply</a> . See <a href="#">tip 3</a> .	< Feb >
Develop <a href="#">statements of work</a> and <a href="#">contracts</a> for <a href="#">active</a> and <a href="#">alternate</a> teacher members. See <a href="#">tip 4</a> .	< Feb >
<a href="#">Evaluate all teacher applications</a> using <a href="#">a rubric</a> . Choose equal numbers of <a href="#">active and alternate</a> teacher members. See <a href="#">tip 3</a> .	< Mar >
Set date for first <a href="#">face-to-face meeting</a> with teachers. Notify <a href="#">active teacher applicants</a> . Ask them to read and <a href="#">sign contracts</a> and plan on attending first meeting. See <a href="#">tip 7</a> .	< Apr >
Notify <a href="#">alternates</a> and ask them to read and <a href="#">sign contracts</a> . Notify all other applicants of their status.	< Apr >
Plan the <a href="#">first meeting</a> , including <a href="#">agenda</a> , travel, and housing logistics. See <a href="#">tips 7</a> and <a href="#">8</a> .	< Apr >
Begin to enlist <a href="#">collaborations</a> from outside organizations and agencies. See <a href="#">tip 5</a> .	< Apr >
	Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec Jan

Develop	Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec Jan
	< May ----- Sep >
Hold face-to-face <u>orientation meeting</u> with teachers. See <a href="#">tip 7</a> .	< Jun >
Present teachers with <u>content information</u> and access to experts. See <a href="#">tip 6</a> .	< Jun >
Give the team <u>the academic standards</u> to be used in developing units. See <a href="#">tip 8</a> .	< Jun >
Brainstorm possible <u>pedagogical methods</u> for project. Choose appropriate method for audience and agency needs. See <a href="#">tip 6</a> .	< Jun >
<u>Assess</u> teacher members' access to and comfort with various <u>uses of technology</u> . See <a href="#">tip 7</a> .	< Jun >
Offer teachers (or develop jointly with them) <u>a template</u> and <u>model</u> of the <u>lessons</u> you expect them to produce. See <a href="#">tip 6</a> .	< Jul >
Agree upon a reasonable <u>timeline</u> with dates that <u>deliverables</u> are due from teachers. See <a href="#">tip 9</a> .	< Jul >
	Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec Jan

Implementation	Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec Jan
	< May ----- Nov >
<u>Communicate with teachers</u> regularly and frequently about their progress. See <a href="#">tip 7</a> .	< May ----- Dec >
Provide <u>professional development experiences</u> as necessary. See <a href="#">tips 6</a> and <a href="#">8</a> .	< Jun ----- Dec >
<u>Review and edit the lessons</u> as they are submitted. See <a href="#">tip 9</a> .	< Jul ----- Dec >
<u>Seek feedback</u> on the content of the units from experts and selected members of your intended audience. See <a href="#">tip 9</a> .	< Jul ----- Nov >
<u>Give feedback to teachers</u> about content and the required revisions necessary. See <a href="#">tip 9</a> .	< Jul ----- Nov >
<u>Collect other content</u> for the learning units as necessary.	< Jul ----- Nov >
<u>Plan</u> the design and navigation of the <u>web site</u> .	< Jul ----- Nov >
<u>Seek feedback</u> on the <u>design and navigation</u> from people most like your intended audience and revise it as necessary. See <a href="#">tip 9</a> .	< Jul ----- Nov >
<u>Code the site</u> and continually seek feedback on its content and functionality.	< Aug ----- Dec >
Develop and implement <u>a marketing plan</u> for the learning unit. See <a href="#">tip 10</a> .	< May ----- Jan >
<u>Issue press releases</u> about the learning unit. See <a href="#">tip 10</a> .	< Aug ----- Jan >
Develop a plan to <u>evaluate</u> the use and effectiveness of the learning unit.	< Dec/Jan >
<u>Launch</u> the site and celebrate.	< Jan >
Implement the <u>evaluation plans</u> , <u>review</u> and <u>revise</u> as necessary.	< Jan >
	Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec Jan

