

Course: XXXXXX
Faculty Name: XXXXXX

ID: XXXXXX
Start Date: XX/XX/XXXX

Project Charter

Contract Executed: XX/XX/XX
Roll-out: XXX-XX

Course Information

Course ID:
Course Title:
Prerequisite:
Area of Study:

Credit Hours:
Corequisite:

Internal Stakeholders

Project Leads:
Program Manager/Project Coordinator:
Subject Matter Expert:

Instructional Designer/Project Manager:
Multimedia Designer:
Director E-Admin & Support Services:

Important Dates

Provide dates for the following meetings:

Initial Meeting:

Mid-Point Review:

Quality Matters Review:

Kick-off Meeting:

Final Course Review:

Approval Date:

Documentation [Link to each document]

1. Lecture Content
2. Syllabus
3. Instructor Guidelines
4. Mid-Point Course Review Note
5. Final Course Review Note
6. QM Review Form

Project Planning

Project Timeline

Start Date:

Target Date:

May

S	M	T	W	T	F	S
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

04/29 - 05/10: Planning
05/13 - 05/24: Analysis
05/27 - 06/14: Design

06/17 - 06/28: Development
07/1 - 07/5: Implementation
07/8 - 07/15: Evaluation

Note:

Checkpoints

All checkpoints must be accomplished in order to complete the course development.

Completed On	Checkpoints	Note
	PLANNING	
	1. Send an introduction email to SME.	
	2. Provide SME with course curriculum outline, SME guide, examples of CeL courses in Blackboard.	
	3. Provide SME with course design templates.	
	4. Conduct the orientation for contractor.	
	5. Set up an initial meeting with SME	
	6. Conduct a preliminary questionnaire on the course and student feedback	
	7. Explain CeL course development model, OER concept, ADA, and Copyright to SME.	
	8. Make sure SME has Blackboard access.	
	9. Meet with SME to discuss project planning and their availability.	
	10. Discuss expected deliverables with SME.	
	11. List all the major milestones, deliverables, and due dates in the project plan.	
	12. Develop a tentative project timeline.	
	13. Brainstorm ideas about the course design with SME based on the results from the survey.	
	14. Prepare the Blackboard development course.	
	ANALYSIS	
	15. Review course curriculum outline and any existing course materials if they can be re-purposed, re-designed, and re-used.	
	16. Review course learning outcomes, required textbook, course topics, methods of assessments, etc.	
	17. Identify instructional goals.	
	18. Identify numbers of modules and course topics.	
	19. Start completing the course planning worksheet (module introduction and learning objectives, curriculum map, course implementation plan, etc.).	
	20. Select the required textbook and/or available open educational resources.	
	21. Finalize the textbook adoption.	

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	22. Conduct kick-off meeting	
	23. Finalize the course planning regarding to the number of modules and the flow of the course topics.	
	24. Plan the course grading distribution along with required assessments and assignments.	
	25. Identify assessment methods and rubric criteria.	
	26. Prepare and schedule for mid-point course review.	
	27. Finalize the course planning regarding to the number of modules and the flow of the course topics.	
	DESIGN	
	28. Design course structure using the calendar of activities.	
	29. Begin lecture content development.	
	30. Inform Director E-Admin & Support Services and PM about the textbook adoption.	
	31. Conduct mid-point course review.	
	32. Build a draft course syllabus.	
	33. Finalize module topics, course structure, and course grading distribution.	
	34. Revise the course planning based on the mid-point course review feedback.	
	DEVELOPMENT	
	35. Complete each module introduction and learning objectives.	
	36. Send all the lecture content for proofreading.	
	37. Submit request to multimedia team for course branding as needed.	
	38. Complete lecture content for each module.	
	39. Send all the lecture content for proofreading.	
	40. Submit request to multimedia team for each learning object development.	
	41. Build each module in Blackboard (setting up all assignments and assessments).	
	42. Build the Calendar of Activities page.	
	43. Finalize course syllabus.	
	44. Build each rubric.	
	45. Set up grade book (make sure it is 1,000 points).	
	46. Submit request to multimedia team for course branding.	
	IMPLEMENTATION	
	47. Finalize course implementation plan.	
	48. Develop and complete instructor guidelines.	
	49. Organize supplemental materials.	
	50. Prepare and schedule for final course review.	
	51. Check with the multimedia team when the learning objects and course branding will be completed.	
	52. Send course syllabus and instructor guidelines for proofreading.	
	53. Request PC to review the course in Blackboard.	
	EVALUATION	
	54. Conduct QA throughout the process.	
	55. Provide SME with an access to review the Blackboard course.	
	56. Conduct final course review.	
	57. Send out the course review notes to all stakeholders.	
	58. Ensure all the corrections and modifications are made appropriately based on the course review note.	
	59. Send a task to the multimedia team to review the code.	
	60. Send approval note regarding SME's stipends and contractor's payment.	
	61. Notify the Dean, PM, PC, and Director E-Admin & Support Services that the course has been completed.	
	62. Upload the course syllabus to the e-Syllabus system.	

Course Planning Worksheet

OVERVIEW

Course Description

Textbook Information

Additional Instructional Materials

CONTENT ANALYSIS

Module Topics

Finalized on:

The module topics must align with the provided topics shown in the curriculum outline.

Module	Topic
1	
2	
3	
4	
5	
6	
7	
8	

Curriculum Map

Curriculum map demonstrates the course alignment among required learning outcomes, course modules, and methods of assessment.

Learning Outcomes	Module	Methods of Assessment

COURSE DESIGN

Grading Distribution

List all the course assignments and points below. Also, specify the starting and ending module. The total point must be 1,000.

Assignments	Start Module	Due Module	Points
Total			1,000

Calendar of Activities

The Calendar of Activities is a summary of the lessons and course activities for each module. See each specific Module page for directions on how to complete each assignment. Add completed calendar here using the table format that follows.

Module / Topic	Readings & Resources	Assigned Work	Points Possible
Module 1:	Textbook Chapters XXX	Greetings & Introductions Discussion	
		Module 1 Discussion	
		Assignment #1	
Module 2:			
Total Points			

COURSE DEVELOPMENT

Module Introduction

Three main components for developing course content are learning objectives, introduction text, and reading/resources. All the components must be aligned with the module topic. The module learning objectives also support the learning outcomes stated in the curriculum outline. The module introduction should address the following questions:

- What is this module about?
- What topics/sub-topics will be covered?
- Why is it important to learn? Why is it relevant to the course/areas of program study?
- How can students apply what they have learned in this module to the real-world settings?

Module	Learning Objectives	Introduction	Reading and Resources
1			
2			
3			
4			
5			
6			
7			
8			

Lecture Content (Learning Object)

A separate template will be provided.

Assignment and Assessment

Provide detailed instructions for students based on the following guidelines:

- Name of the Assignment
- Individual vs. Team (If it is a team assignment, detailed milestones and due dates must be specified)
- Assigned Points
- Purpose of the assignment (expected student's learning outcomes)
- Directions on how to complete and submit the work and the due date

Assignment 1 Title (Points)

Details:

Rubric:

Criteria	Exemplary	Meets Expectations	Developing	Novice

Assignment 2 Title (Points)

Details:

Rubric:

Criteria	Exemplary	Meets Expectations	Developing	Novice

Discussion Forums

Provide each discussion prompt below:

Module	Discussion Prompts
1	
1	
2	
3	
4	
5	
6	
7	
8	

Assessments

Quiz or Exam

Provide the instruction and detail about the quiz/exam. The following items must be addressed:

Item	Detail
Module(s):	
# Questions @ points each:	
Question format(s):	
Time limit:	
# Attempts:	
Grade Center score:	

COURSE IMPLEMENTATION

Session Lengths

The plan suggests how the course can be implemented in 8, 12, and 16 weeks. For example, some of module topics can be taught longer than one week. Or, two module topics can be combined and taught within a week.

Week #			Module Topics
8	12	16	
1			
2			
3			
4			
5			
6			
7			
8			

Hybrid Course Format

The hybrid course planning suggests how the course can be delivered in the blended learning environment (face-to-face and online).

Module	Face-To-Face Activities	Online Activities
1		
2		
3		
4		
5		
6		
7		
8		

COURSE EVALUATION

Quality Matters (QM) course review template is used to conduct the course evaluation throughout the development. The template will be provided separately.