HORIZON PROJECT PLAN & TIMELINE BY WEEK

TASKS BY PHASE	ROLES	WEEKS								
		WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	WEEK 6	WEEK 7	WEEK 8	WEEK 9
START-UP										
Kick-off meeting	PM, ID, Developer									
Create initial plan	PM, ID									
Client review & revise	Client, SME, ID									
RESEARCH & ANALYSIS										
Needs Analysis	ID									
Audience Analysis	ID									
Content Analysis	ID									
Client review & revise	Client, SME, ID									
DESIGN & PROTOTYPE										
Write performance objectives	ID									
Organize and sequence	ID									
Instructional strategies	ID									
UI design	iD									
Prototype	iD, developer									
Client review & revise	Client, SME, ID									
DEVELOPMENT										
Write storyboards & scripts	ID									
Write manuals & job aids	ID									
Write test items	ID									
Find media	ID									
Client review & revise	Client, SME, ID									
PRODUCTION										
Produce graphics	iD, developer, graphic designer									
Record and edit audio	iD, developer, media person									
Record and edit video	iD, developer, media person									
Program Alpha	iD, developer									
Client review & revise										
Program and QA Beta	iD, developer									
Client review & revise										
Program & QA Final	iD, developer									
Client review & revise	Client, SME, ID, developer									
EVALUATION										
Final QA in LMS	iD, developer									
Pilot Test	ID									
Review short-term results	ID									
Project debrief	Team									
Review long-term metrics	Client, ID									