

Accountability Course Development Project Plan

Period of Performance: 3/15/21-6/18/22

OPP2142998

Project Start:

Mon, 3/14/2022

Display Week:

1

Change Display Week # to go to that week's GANTT

Change Display Week # to go to that week's GANTT					Display Week:					1	Mar 14, 2022							Mar 21, 2022							Mar 28, 2022							Apr 4, 2022							Apr 11, 2022							Apr 18, 2022							Apr 25, 2022							May 2, 2022						
					14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	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	1	2	3	4	5	6	7	8						
TASK	ASSIGNED TO	PROGRESS	START	END	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S													
Communication Course Development																																																																		
Draft course slides	MS	50%	3/15/22	3/25/22																																																														
Draft Instructor Guide	MS	0%	3/28/22	3/31/22																																																														
Draft Participant Guide	MS	0%	4/1/22	4/7/22																																																														
Develop course activities	RK	0%	4/8/22	4/15/22																																																														
Insert activiites into Instructor Guide	MS	0%	4/18/22	4/18/22																																																														
Insert activiites into Participant Guide	MS	0%	4/19/22	4/19/22																																																														
Editorial review	ED	0%	4/20/22	4/27/22																																																														
Milestone: Send Communication materials to Client		0%	4/28/22	4/28/22																																																														
Client reviews materials	Client	0%	5/5/22	5/19/22																																																														
Review with client	MC/Client	0%	5/20/22	5/20/22																																																														
Make first draft revisions	RK	0%	5/23/22	5/27/22																																																														
Send revised materials to client	DB	0%	5/31/22	5/31/22																																																														
Client confirms requested changes were made	Client	0%	6/2/22	6/9/22																																																														
Review with client	MC/Client	0%	6/10/22	6/10/22																																																														
Final draft revisions	RK	0%	6/13/22	6/20/22																																																														
508 compliance review	Access Team	0%	6/21/22	7/7/22																																																														
Editorial review	ED	0%	7/8/22	7/15/22																																																														
Send final materials to client	DB	0%	7/19/22	7/19/22																																																														
Client reviews final draft	Client	0%	7/20/22	8/4/22																																																														
Milestone: Client accepts course materials		0%	8/5/22	8/5/22																																																														
Instructor Prep Period	DB/INC	0%	8/8/22	8/29/22																																																														
Ready to schedule classes	MC/Client	0%	8/30/22	8/30/22																																																														
Insert new rows ABOVE this one																																																																		