# OER Project Timeline Directions

*This set of directions are to be used alongside the* ***OER Project Timeline*** *tab of the* [*OERFSJ Deliverables 1-5 spreadsheet.*](https://lmu.box.com/s/nr373cqlsegfls6cww28xbai6m780rp2)

*View a completed* [*OER Project Timeline.*](https://lmu.box.com/s/r54yhw1qlulra1g5ksvermdyuqxi8v0o)

You have planned the essential parts of your OER and are ready to start the work. Creating a timeline will help break the larger work of creating your OER into manageable, bite-size chunks and remove uncertainty about your project.

## Step 1: Determine the final due date and deliverable

As a team, finish this sentence. Be as specific as possible when describing your deliverable.

*“By the end of Year 3, our deliverable will be….”*

The answer to this statement becomes the final task. In the **Deliverable** column, enter your deliverable on the last. As a team, decide what date this final deliverable will be completed, and place that date in the **Due Date** column next to the final deliverable. Now, assign it to the whole team in the **Assigned To** column.

Now that you have the final goal written down, it’s time to plan the pieces that will lead to that deliverable. Use the **OER Project Timeline** to map out the **Deliverables** that will be done, when each will be done (**Due Date**), and who will be responsible for each Deliverable’s completion (**Assigned To**).

We recommend that each individual member also use this template to create a project timeline for their own assigned tasks as well. A **Sample Individual Project Timeline** tab is included in the spreadsheet for duplication for each team member.

## Step 2: Schedule the content portions

As a team, review the assigned chapters and sections on your Table of Contents as a team.

The team lead guides the team from Chapter 1 to the end of the Table of Contents of the **OER Objectives Organizer**, identifying the person assigned the chapter or chapter section, the deliverable(s), and how long the team member predicts they will need to accomplish the task. The team members use the **OER Content Map** sectionfrom the **OER Content and Assessment Map** to name the content deliverables for each chapter or chapter section and estimate how long they will need to complete its creation or adaption.

*Example:*

**Team Lead:** “Chapter 1, Section 1 is assigned to James. James, what is your plan for Chapter 1, Section 1?”

**James**, *consulting his Deliverable 3 worksheet for Chapter 1, Section 1*: “I’ve already gotten about half of this section written, but I plan to write about another 2 pages and I need to make a 5-minute video.”

**Team Lead**: “Ok, when do you think you will have the writing complete?

**James**: “Probably by the end of May.”

**Team Lead**: “And how about the video creation?”

**James**: “I should have all of my videos done by end of July”.

In the **Due Date** column at the end of May, the Team Lead places the due date of “May 31”; in the **Deliverable** column, “Chapter 1, Section 1 writing”; and in the **Assigned To** column “James”. In the **Due Date** column at the end of July, the Team Lead places the due date of “July 31”, in the **Deliverable** column “Chapter 1, Section 1 video”, and in the **Assigned To** column, “James”.

The team lead continues this process through each chapter and section until all content deliverables are on the timeline.

## Step 3: Schedule the formative assessments and interactivity

Generally, the content portions of the OER are at least drafted before formative assessments and interactivities are developed. Depending on the project, the creation of these may be assigned to one or two team members or divvied up between all the members. Regardless, time for training and development of these pieces must be added to the project timeline to ensure they are created and integrated into the OER in a timely manner.

The team works together to review the **OER Assessment Map** sectionfrom the **OER Content and Assessment Map** and identify what needs to be created, who will create it, when it will be delivered, and place that information on the **OER Project Timeline**.

## Step 4: Schedule OER image, figures, and reviews

The final pieces of your OER will include adding images and figures, formatting the OER, reviewing the content, and editing. While your OER Librarian and OER Instructional Designer can support your team in these endeavors, these tasks will need to be assigned and scheduled as deliverables*.* Identify the team member(s) responsible for each of the following pieces of your OER and add that deliverable to your **OER Project Timeline.**

### Images and Figures

Throughout the writing process, everyone will be adding images and figures they think they might use to the **OER Images and Figures** tab. However, your team will need to decide who will make the final choice of images and figures, ensure they are accessible, licensed correctly, include alt text, and are cohesively placed throughout the OER. Identify who will be responsible for this work.

### Formatting

Your OER will likely have some formatting components that will require your team’s time and attention. This could include front matter, back matter, acknowledgements, styles, and accessibility settings. Identify who will be responsible for this work.

### Content Review

The responsibility of the initial review of your entire OER belongs to your team. Set three deliverables on your **OER Project Timeline** for this review: 1) Start content review, 2) Meet to finalize changes needed, and 3) Review complete. Once complete, your OER will be ready to be submitted to the OERFSJ team for editing and internal review.

### Editing and Internal Review

The responsibility of the editing and internal review belongs jointly to your team and OERFSJ team. You need to schedule it as a deliverable on your **OER Project Timeline** to make sure there is time for review and revisions.

## Step 5: Schedule check-ins and meetings

Your team will need to meet regularly to answer questions that arise, attend training sessions or workshops, help keep one another accountable, adjust the **OER Project Timeline**, and encourage one another. Add to your **OER Project Timeline** regular check-ins in which the team can give updates on their progress and track completion of deliverables in the Done column. Place meetings with your team and the OERFSJ team and any other get-togethers related to the project as **Deliverables**. All of these should be listed in your **OER Project Timeline.**

**Table 1:** OER project timeline example

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| --- | --- | --- | --- |
| **Due Date** | **Deliverable(s)** | **Assigned To** | **Done!** |
|  |  |  |   |
| June 2024 |  |  |  |
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| November 2025 |  |  |  |
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| December 2025 |  |  |  |
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| January 2026 |  |  |  |

Congratulations! You have now created a roadmap for you and your team to develop your OER. Please email your completed **OER Project Timeline** to OERFSJ@lmu.edu!

Deliverable 5 is the completed **OER Project Timeline** with all deliverables listed, scheduled, and assigned.

Each member of your team should know what to do and by when. Remember that you have a support team as questions arise, training is needed, or motivation wanes. We are cheering for you and here to help!



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