

The purpose of this template is to show the initiating process for the development and completion of instructional video production projects.

REQUEST 12 weeks prior	PLAN 8 weeks prior	RECORD 6 weeks prior	COMPLETE 2 weeks prior
<ol style="list-style-type: none"> 1. Faculty submit help request 2. Meet with ID and Video project team 3. Provide syllabus, draft script, learning objectives, purpose of video 4. Timeline agreement and project responsibilities 	<ol style="list-style-type: none"> 1. Complete script and storyboard 2. Provide resources as needed (documents and media) 3. Location and date of recording scheduled 4. All parties communicate via university email and project management Google drive folder 	<ol style="list-style-type: none"> 1. Location shoot begins with faculty and video recording team 2. Multiple recordings as needed 3. Draft recording made available to faculty 4. Faculty and production team review and feedback 5. Editing and other media integration 6. Finalize recordings 7. Publish video(s) 	<ol style="list-style-type: none"> 1. Published video file uploaded to Google drive project folder 2. Closed captioned file uploaded to Google drive project folder 3. Faculty meets with ID to integrate video(s) into course 4. Alignment of video with learning module and assessments 5. Other interactive elements added if needed. E.g. in-video quiz elements 6. Project signed off

B. Professionally-Produced Instructional Video

PRODUCTION TIME	WHAT IS INVOLVED?	INSTRUCTIONAL USES
<p>4 - 12 WEEKS</p> <p>Depending on complexity of request and the current queue of projects.</p>	<ol style="list-style-type: none"> 1. Request Help 2. Design and Plan Video 3. Create Video 4. Publish Video 	<ul style="list-style-type: none"> • Micro-lessons • Video tutorials • Online course introductions and overviews • Class assessments • Expert interviews • Topic presentations • Course research-related activity • Class demonstrations (e.g. Geology - Mineral identification) • Simulations (e.g. Physics - Laws of motion) • Other course-related videos

