

What is the process of creating a timeline plan for designing for an online course?

At the distance education unit we have a project timeline that gets created for every course and it's just a really concise way to lay out who's doing what, when, and what everybody's roles are. And it also includes times when we might be away and, you know, estimates on dates of when we would have certain deliverables ready, and when the course would be completed, and when we've begun. And it's a really good document to refer back to, because trying to keep multiple projects going at the same time, or that are staggered throughout your term or multiple terms, it can get confusing, and it's a really good tool for trying to keep straight all of the projects that you're juggling.

Is it more common to go off the plan depending on the situations that arise?

We need to be flexible in our project timeline as much as possible, but we also have to remember that there are support staff in our unit that are trying to make sure that they're doing a lot of other projects as well, and making sure that everything gets done in a way that we can all manage. And so it's important that we're generally sticking to that project timeline. But you know, there's some room for flexibility, and ultimately, if we don't stick to that project timeline, then the course will get pushed back or possibly cancelled.

What types of time management strategies have you used in your experiences in order to stay on the initial timeline?

In terms of time management, I mean, you're really trying to send friendly reminders, emails, you're checking in with instructors or subject matter experts that you haven't maybe heard from in a while, because possibly they're busy marking, or they are just extremely busy. And so you know, a gentle check in email, maybe a phone call, to see how things are going, I think that's the first kind of step. And then maybe you're asking them if we need to push the course back another semester, because they just need more time to complete the course.