STEP 2 Checklist: Proposal Development

These items correspond with the section 2 of the flowchart.

STEP 2

☐ Project lead is identified—responsibilities and compensation are negotiated with department chair (see Project Lead Considerations, page 22)
☐ Project lead creates a team charter to include those who will be working together to develop the proposal and launch plan (see Team Charter tool, page 23)
☐ Create project timeline (see sample Project Timeline, page 29)
☐ Create example student schedule (see Example Student Schedule, page 34)
☐ Create course offering map (see sample Course Offering Template, page 36)
☐ Plan for personnel needed (see sample Overhead Personnel Worksheet, page 38)
☐ Estimate course development stipends/create agreements (see Faculty Agreements for Course Development, page 39)
☐ Determine what training is available/needed (see Training Information, page 42)
☐ Plan instructional technologist resources (see Instructional Technologist Planning, page 43)
☐ Determine what additional technology apps and tools may be needed (see Use of Additional Technology Application or Tools, page 43)
☐ Create budget estimate for project (see sample Budget Estimate Worksheet, page 32)
☐ Design/develop curriculum (see Program Design, page 45)
☐ Complete new course forms, as needed (OCEAN)
☐ Obtain letters of support, as needed
☐ Create program sheet