MOOC Development Timeline

Preparatory Work

All times mentioned are from the time of grant approval.

	Action Item	Timeline	MITx Team
	Notification of approval	Origination Point	Director
	Faculty and content contributors sign Intellectual Property Agreement (IPA) via DocuSign • Signing of the IPA initiates the process to transfer grant funds to the department	One to two weeks	
	Post-Award Meeting • Expand on key points from grant proposal to clarify project needs • Discuss possible course team configuration and roles • Introduce the MITx development process and team roles	Two to three weeks	Project Manager
	Begin Planning • MITx assesses project needs and assigns appropriate staff • Faculty begins to consider approach to course content and assessment		
	Strategy Meeting • Explore potential learning strategy/pedagogy • Discuss primary learning goals • Determine expected development timeline	One to two month(s)	Project Manager, EdTech, Learning Scientist

Bridge to Production – Planning Period

	Action Item	Timeline	MITx Team
	Schedule Trainings with MITx Teams • edX Platform Training • IP Training • Media Strategy Meeting	As appropriate based on plan(s) from Strategy Meeting and course team availability	All
	Design course content • Create course outline • Plan production schedule • Develop assessment strategy	Two to four months	All

Production Work

All times mentioned progress to the course launch date.

Action Item	Timeline	MITx Team
Begin Building Course • Content and assessment creation • Media production • Tracking all 3rd party content	Nine+ months to launch	All
Recommended Steps: Build sample week • Provides a template for the rest of the course • Helps provide realistic time management for the rest of the project	Nine months to launch	EdTechs
Recommended Steps: Strategy Meeting Follow Up - *Revisit Strategy Meeting notes* - *Review the sample week* - *Come up with bullet points with Shira*	Eight to nine months to launch	EdTechs & Learning Scientist
Recommended Steps: Meet with MITx team to review current status • Ideally every 3 months during production • Allows MITx team to help you troubleshoot any current challenges or concerns • Provides opportunity for collaborative planning	~ Six Months to launch	All
Submit About Page form and assets *OPTIONAL: If considering an About Video, reach out to media team to begin production*	Three months to launch	PM
Complete development: • Final videos uploaded with transcripts • Begin clearing outstanding IP objects • Finalize content on platform • Faculty completes initial review	Two months to launch	All
Pre-Launch meeting with MITx staff • Review launch checklist • Finalize course moderation/management with MITx team o Identify beta-testers, TAs • Review learner communication plan • Finalize policy on verified and audit learner experience	Two months to launch	All
Beta test course • Team makes final updates/changes based on findings & recommendations	One to two month(s) to launch	EdTechs
Finalize IP object status	One month to launch	IP
LAUNCH!		Yay!

We suggest that course teams maintain regular communication with the MITx team during the development process. We are available at any time. If you have any questions, concerns, or wish for clarification, please contact your Project Manager or mitx-pm@mit.edu.