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| --- | --- | --- | --- | --- | --- |
| This template is flexible. You can add or remove tasks and move them around to suit your project. Only fill in empty unshaded boxes.  **Note:** Community Stories projects usually take 14 to 24 months to complete and are developed in three phases. | | | | | |
| **Task** | **Description** | **Start date**  (dd/mm/yyyy) | **Finish date**  (dd/mm/yyyy) | **Role** | **Notes** |
| The tasks involved in a Community Stories project, from starting the work to launching the project online.  **Note**: All contractual deliverables, DMC reviews and requests to release investment funds are included and must appear in your schedule. | The work typically involved in each task. | Estimate when the task will start… | …and finish  …or the single date when you will do the task  **Note:** Dates will be finalized during Phase 1. | Identify the role(s) from your project team who will be responsible for this task.  e.g.:   * researcher * videographer * French translator | Explain how you will accomplish each task with the time and resources you have.  e.g.:   * A professional photographer will document the project material. * We will hold a community consultation event at the library. |
| Project kick-off meeting | A meeting held 5 to 15 working days before signing the agreement where the project team meets the DMC program officer to discuss the project in preparation for signing the agreement. |  |  | DMC and Organization |  |
| Project revision | After the project kick-off meeting and before you sign the agreement, you may need to:   * adjust your payment schedule * rework parts of your project description   This can take 5 to 15 working days. |  |  | Organization |  |
| Project start  Copy this date into Question 8b of your proposal. | The date when the agreement is signed. |  |  | DMC (CMH) and Organization |  |
| **Phase 1 – Production Plan** **(updated schedule and budget)**  Estimate one (1) month after the signing of the agreement. | | | | | |
| Phase 1 kick-off meeting |  |  |  | DMC and Organization | * Discuss phase 1 tasks. * Discuss expectations throughout project development. |
| **1st Deliverable (Phase 1 – Production Plan)**  Copy this date into Question 8b of your proposal. | Deliver your:   * final schedule * final budget * sample translation * an updated project description, if required |  |  | Organization |  |
| DMC review and approval | Review and approval by the DMC  (Allow for 5 working days) |  |  | DMC |  |
| First request for release of funds - 40% of the total investment | Submit your request for release of funds after the DMC has approved the 1st deliverable.  (released within 30 days) |  |  | Organization |  |
| **Phase 2 – Preliminary Version (final project in one language)**  Estimate completion nine (9) months after signing the agreement. | | | | | |
| Phase 2 kick-off meeting | Following phase 1 approval |  |  | DMC and Organization | * Discuss phase 2 tasks. |
| Authoring tool – introduction and tutorial | Meet with your DMC program officer to learn about the authoring tool. |  |  | DMC and Organization | * Access the Community Stories authoring tool and user guide. |
| Authoring tool – test | * Try out the authoring tool by uploading and laying out sample content (text, alt text, image, audio, video, transcript, etc.) in the main, story and gallery pages to make sure you understand the tool. * Deliver your work to DMC for review. * This can be done during the development of your project. For example, at the writing and/or formatting stage. To be determined with the program officer |  |  | Organization |  |
| Authoring tool – DMC review and approval of test content | Informal quality assurance review and approval by the DMC (to happen after tests are done)  (Allow for 5 working days) |  |  | DMC |  |
| Authoring tool – debrief meeting about test content | Get feedback and guidance from DMC program officer based on the informal review. |  |  | DMC and Organization |  |
| Content – research | * Conduct your research * Organize your content |  |  |  |  |
| Community consultation (as required) | This may include:   * interviews with community members * town hall meetings * community focus groups |  |  |  |  |
| Content – preliminary list | Select and make a preliminary list of:   * objects * photographs * maps * documents * audio clips * video clips   Include copyright and licensing information, such as:   * duration and cost of licence * date to renew copyright * limitation to usage * waiving of copyright fees |  |  |  |  |
| Content – digitization | Prepare your images to meet the technical requirements of the authoring tool. |  |  |  |  |
| Audio, video – production | Produce and edit original audio clips and video clips or edit existing ones. |  |  |  |  |
| Audio, video – transcription & Closed Captioning | Write:   * transcripts for audio * descriptive transcripts and closed captioning for video in first official language |  |  |  |  |
| Video – creation of/posting to YouTube account | * create a YouTube account * upload videos (with closed captioning) * link to them in the authoring tool |  |  |  |  |
| Content – detailed list and project description | Based on your research:   * update your content list * identify where items will go in the project |  |  |  |  |
| Text – write | Write your:   * main texts * additional texts related to your content elements (objects, photographs, etc.) * captions, credits * alternative text (images) |  |  |  |  |
| Text – edit | Edit your:   * main texts * additional texts related to your content elements (objects, photographs, etc.) * captions, credits * alternative text (images) * closed captioning (video) * descriptive transcripts (audio/video) |  |  |  |  |
| Content – vetting | Vet your content for accuracy with experts. |  |  |  |  |
| Content – upload and format in the authoring tool | Lay out your main content, including:   * main texts * images * audio clips * video clips (link to YouTube)   Input your accessibility-related content, including:   * alternative text (images) * closed captioning (video) * descriptive transcripts (audio/video)   (Allow for 15 or more working days) |  |  |  | • Use the user guide provided.  • You can create, change and refine your content right in the authoring tool. |
| Translation – sample | Prepare a sample of translated and edited text for DMC review  (length: 250-400 words) |  |  |  |  |
| Pre-submission review | * Review all content in the authoring tool for accuracy, quality and completeness. * Ensure that all issues identified during the informal authoring tool testing have been addressed. |  |  | Organization |  |
| **2nd Deliverable (Phase 2 – Preliminary Version)**  Copy this date into Question 8b of your proposal. | Submit:   * the final version of your project in one language * a translated and edited sample of one of your texts |  |  | Organization |  |
| DMC review and approval | DMC reviews the preliminary version of the project and prepares a quality assurance report.  (Allow for 20 working days) |  |  | DMC |  |
| Debrief meeting – quality assurance report | Discuss adjustments required based on the quality assurance report. |  |  | DMC and Organization |  |
| Adjustments based on quality assurance report | Make the adjustments required. It is unusual for the phase 2 deliverable to be accepted without adjustments.  (Plan for one round of corrections) |  |  | Organization |  |
| Pre-submission review  (round 2) | * Review and ensure that all issues identified in the phase 2 quality assurance report and meeting have been addressed. |  |  | Organization |  |
| 2nd Deliverable  (round 2) | Submit:   * revised final version of the project in one language * revised translated and edited sample of one of your texts, as required |  |  | Organization |  |
| DMC review and approval (round 2) | DMC reviews the revised version of the project in one language and prepares a quality assurance report.  (Allow for 20 working days) |  |  | DMC |  |
| Adjustments – based on quality assurance report (round 2) | Make the adjustments required. |  |  | Organization |  |
| Second request for release of funds - 40% of the total investment | Submit your request for release of funds after the DMC has approved the 2nd deliverable.  (Funds released within 30 days) |  |  | Organization |  |
| **Phase 3 – Final Version (final project in both official languages)**  Estimate completion four (4) months after approval of phase 2 deliverable. | | | | | |
| Phase 3 kick-off meeting | Following phase 2 approval |  |  | DMC and Organization | * Identify phase 3 tasks. |
| Content – final list | Make a final list of:   * images * audio clips * video clips   Include copyright and licensing information, such as:   * duration and cost of licence * date to renew copyright * limitation to usage * waiving of copyright fees |  |  |  |  |
| Text – translation | Translate your:   * main texts * additional texts related to your content elements (objects, photographs, etc,) * captions and credits * alternative text (images) * closed captioning (video) * descriptive transcripts (audio/video) |  |  |  |  |
| Text – edit translation | Edit all your translated text. |  |  |  |  |
| Text – comparative edit of both languages | A professional comparative edit of your English and French texts is recommended. |  |  |  |  |
| Video – post to YouTube account | Post your translated videos and closed captioning on your YouTube account. |  |  |  |  |
| Content – upload and format in the authoring tool | Lay out your main content in the second language including:  • project text  • images • audio clips • video clips (link to YouTube)  Input your accessibility-related content in the second language, including:   * alternative text (images) * closed captioning (video)   descriptive transcripts (audio/video)  (Allow for 15 or more working days) |  |  |  |  |
| Pre-submission review | * Review all content in the authoring tool for accuracy, quality and completeness. * Ensure that all issues identified in the phase 2 quality assurance report(s) have been addressed. |  |  | Organization |  |
| **3rd Deliverable** **(Phase 3** –**Final Version)**  Copy this date into Question 8b of your proposal. | Submit:   * final version of the project in both official languages * preliminary marketing plan * DMC landing page form |  |  | Organization |  |
| DMC review and approval | DMC reviews the final version of the project and prepares a quality assurance report.  (Allow for 20 working days) |  |  | DMC |  |
| Debrief meeting – quality assurance report | Discuss adjustments required based on the quality assurance report. |  |  | DMC and Organization |  |
| Adjustments – based on quality assurance report | Make the adjustments required. It is unusual for the phase 3 deliverable to be accepted without adjustments.  (Plan for one round of corrections) |  |  | Organization |  |
| Pre-submission review | Ensure that all issues identified in the phase 3 quality assurance report have been addressed. |  |  | Organization |  |
| 3rd Deliverable (round 2) | Submit:   * revised final version of your project in both languages * final marketing plan * DMC landing page form, finalized |  |  | Organization |  |
| DMC review and approval (round 2) | DMC reviews and approves the revised final version of the project in both languages.  (Allow for 20 working days) |  |  | DMC |  |
| **Project launch**  Copy this date into Question 8b of your proposal. | Launch project on digitalmuseums.ca (organization links to it) and related marketing and communication activities. |  |  | DMC and Organization | * Provide desired launch date. |
| Third and final request for release of funds – 20% of the total investment | Submit your request for release of funds after the DMC has approved the 3rd deliverable.  (Payment within 30 days) |  |  | Organization |  |