This is the **trilingual** Community Stories schedule template. Use the [**2025\_Community Stories\_Bilingual\_ORGANIZATION NAME\_Schedule**](https://www.digitalmuseums.ca/wp-content/uploads/2025/06/2025_community-stories_bilingual_organization-name_schedule.docx)if producing in English and French only.

**Instructions**

* The template includes the typical tasks for each [**DM****C Phase**](https://www.digitalmuseums.ca/funding/community-stories/?tab=deliverables) ordered in the most common sequence.
  + Grey fields are deliverables in the [**DMC Agreement**](https://www.digitalmuseums.ca/wp-content/uploads/2025/06/2025_community-stories_agreement_sample-with-annexes.pdf) (required).
  + Green fields are core tasks (required).
  + Orange fields are project-specific tasks (optional), which may be needed based on the project’s scope, concept and resources.

For example:

| **Tasks** | **Person / team** | **Details** | **Start date** | **End date** |
| --- | --- | --- | --- | --- |
| Undertake **research.** | Jane Doe, Curator, X Museum | Jane Doe will visit the X archives three times to complete research on the history of the women’s rights movement in Montreal. | June 15, 2026 | November 27, 2026 |

**Tips**

* **Project start date:** no earlier than mid-June 2026.
* **Launch date**: no later than December 31, 2028.
  + For trilingual projects, the deadline to launch is within 2.5 years, (i.e., December 31, 2028).
  + Calculate a launch date factoring in all the tasks that need to be completed in the schedule, the complexity of the project, and your team’s capacity.
  + A realistic time frame is typically 20-30 months.
  + **Typical Phase durations** (including DMC review periods):
    - Phase 1: 2-4 months (deadline is January 31, 2027)
    - Phase 2: 14-16 months
    - Phase 3: 2-4 months
    - Phase 4 (version in the 3rd language): 2-6 months
* **Itemize in detail all the steps involved, from project kick-off to launch.** For each task:
  + Fill in the “Name & role” “Start date” and “End date”fields to build a schedule customised to the project.
  + Use the “Details” column for supplemental information and add extra rows to the template if needed.
  + If something will take time and resources, include it in the schedule.
  + Delete any optional orange row(s) that you are not using.
  + Indicate tasks that are dependent on each other or can take place concurrently.
* **The schedule should align with the budget and project team based on the scope of the project.**
* **Translation:** Send texts out to translation for the 2nd language at the beginning of Phase 3 and for the 3rd language at the beginning of Phase 4. Texts should not be sent out for translation until the 1st and 2nd languages versions are complete and approved (in case there are modifications to the text).

|  |  |
| --- | --- |
| **Organization** |  |
| ***Community Stories* title** |  |

***Pre-Phase 1***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Tasks** | **Name & role** | **Details** | **Start date** | **End date** |
| Signature of DMC Agreement. | Organization’s signing authority + DMC |  | Mid-May 2026 | No later than June 30, 2026 |

***Phase 1: Production Plan***

| **Tasks** | **Name & role** | **Details** | **Start date** | **End date** |
| --- | --- | --- | --- | --- |
| **Deliverable: Annex B: Project Description & Scope** | | | | |
| Review proposal submission and confirm content or make any adjustments. |  |  | (No earlier than mid-June 2026 - Agreement must be duly signed before work begins) |  |
| Refine target audiences and outcomes. |  |  |  |  |
| Refine concept and storyline. |  |  |  |  |
| **Deliverable: Revised Project Team** | | | | |
| Confirm team, specific roles & responsibilities, and contracts. |  |  |  |  |
| **Deliverable: Revised Budget** | | | | |
| Refine the budget with guidance from DMC and the project team. |  |  |  |  |
| **Deliverable: Annex A: Deliverables & Terms of Release of Funds** | | | | |
| Refine the schedule with guidance from DMC and the project team. |  |  |  |  |
| *Add lines for additional tasks (optional).* |  |  |  |  |
| *Add lines for additional tasks (optional).* |  |  |  |  |
| *Add lines for additional tasks (optional).* |  |  |  |  |
| **Deliverable: Phase 1 submission to DMC** |  |  |  |  |
| DMC review #1 (allow 10 business days). | DMC |  |  |  |
| Work on adjustments. |  |  |  |  |
| Submit updated deliverable to DMC. |  |  |  |  |
| DMC review #2 (allow 10 business days) and approval. | DMC |  |  |  |
| **Deliverable: Signature of DMC Amendment** | Organization’s signing authority + DMC |  |  | (No later than January 31, 2027). End date can be earlier, modify if necessary. |

***Phase 2: Preliminary version (in one language)***

| **Tasks** | **Name & role** | **Details** | **Start date** | **End date** |
| --- | --- | --- | --- | --- |
| **Deliverable: Preliminary version (in one language) using the Community Stories website-building platform** | | | | |
| Undertake **research.** |  |  |  |  |
| Complete ongoing community consultation (*optional*). |  |  |  |  |
| Complete pulse check or user testing with target audience or community (on themes, tone & style, content) (*optional*). |  |  |  |  |
| Identify, select, and gather **content** and **materials** (from existing sources, through community outreach, as well as those that might need to be created, digitized, or licensed). Confirm the availability from various sources or collections. Examples: photographs, videos, sound recordings, artifacts, artworks, quotes, maps, etc. |  |  |  |  |
| Confirm storyline and writing tone and style. |  |  |  |  |
| Digitize works (*optional*). |  |  |  |  |
| Create images (photos, illustrations, etc.) (*optional*). |  |  |  |  |
| Prepare and optimize image files for website-building platform (cropping, resolution, etc.) |  |  |  |  |
| Negotiate all copyrights and licenses (*optional*). |  |  |  |  |
| Production of new videos / audio clips – storyboarding, securing participants and permissions, finding locations, securing equipment, etc. (*optional*). |  |  |  |  |
| Post-production of videos/audio clips (editing and montage, adding closed captions in one language to videos, etc.) (*optional*). |  |  |  |  |
| **Texts**   * Write first draft of all texts (chapter pages, gallery pages, captions, alternative texts, transcripts, etc.) in 1st language. |  |  |  |  |
| **Translator**   * Secure a professional translator(s) * Provide 1 translation sample (in 2nd official language) for DMC review. |  |  |  |  |
| **Texts**   * Optionally, send 3-4 drafts to DMC for informal review (allow 5 working days, but work can continue) (*optional*). |  |  |  |  |
| **Texts**   * Review/consult with community or advisors (*optional*). |  |  |  |  |
| **Editing**   * Finalize and edit all texts. |  |  |  |  |
| **Website-building platform**   * Familiarize yourself with Community Stories manual, layouts, and features. * Determine layout and design. |  |  |  |  |
| **Website-building platform**   * Recommended: request informal feedback from DMC on 2 or 3 proposed chapter pages (allow 5 business days, but work can continue) *(optional)*. |  |  |  |  |
| **Website-building platform – finalize**   * Build the complete Community Story in 1st language in the platform (all content integration). * Finalize layout in 1st language. * Verify the final version in 1 language (texts, layout, links, etc.). |  |  |  |  |
| *Add lines for additional tasks (optional).* |  |  |  |  |
| *Add lines for additional tasks (optional).* |  |  |  |  |
| *Add lines for additional tasks (optional).* |  |  |  |  |
| **Deliverable: Phase 2 submission to DMC** |  |  |  |  |
| DMC review #1 (allow 20 business days). | DMC |  |  |  |
| Work on adjustments. |  |  |  |  |
| Submit updated deliverable to DMC. |  |  |  |  |
| DMC review #2 (allow 20 business days) and approval. | DMC |  |  |  |

***Phase 3: Final Version in English and French***

| **Tasks** | **Name & role** | **Details** | **Start date** | **End date** |
| --- | --- | --- | --- | --- |
| **Deliverable: Final version (in English and French) using the Community Stories website-building platform** | | | | |
| **Translation**   * Professionally translate all texts (chapter pages, gallery pages, captions, alternative texts, closed captions, transcripts) in 2nd language. |  |  |  |  |
| **Editing/comparative editing**   * Professionally edit the translated texts (not same person as translator). Do a comparative edit between the original language and the 2nd language for equivalence of tone & style and layout. |  |  |  |  |
| **Website-building platform**   * Replicate the layout of the story in the translated language. * Add 2nd language closed captions to videos. |  |  |  |  |
| *Add lines for additional tasks (optional).* |  |  |  |  |
| *Add lines for additional tasks (optional).* |  |  |  |  |
| *Add lines for additional tasks (optional).* |  |  |  |  |
| **Deliverable: Phase 3 submission to DMC** |  |  |  |  |
| DMC review #1 (allow 20 business days). | DMC |  |  |  |
| Work on adjustments. |  |  |  |  |
| Submit updated deliverable to DMC. |  |  |  |  |
| DMC review #2 (allow 20 business days) and approval. | DMC |  |  |  |

***Phase 4: Third Language Version***

| **Tasks** | **Name & role** | **Details** | **Start date** | **End date** |
| --- | --- | --- | --- | --- |
| **Deliverable: Final version (in third language) using the Community Stories website-building platform** | | | | |
| **Translation**   * Professionally translate all texts (chapter pages, gallery pages, captions, alternative texts, closed captions, transcripts) in 3rd language. |  |  |  |  |
| **Comparative editing**   * Do a comparative edit between the original language and the 3rd language for equivalence of tone & style and layout (*optional*). |  |  |  |  |
| **Website-building platform**   * Replicate the layout of the story in the 3rd language. * Add 3rd language closed captions to videos. |  |  |  |  |
| *Add lines for additional tasks (optional).* |  |  |  |  |
| *Add lines for additional tasks (optional).* |  |  |  |  |
| *Add lines for additional tasks (optional).* |  |  |  |  |
| **Deliverable: Launch Form** | | | | |
| * Select and prepare promotional images. * Fill out DMC Launch Form. |  |  |  |  |
| **Deliverable: Phase 4 submission to DMC** |  |  |  |  |
| DMC review #1 (allow 20 business days). | DMC |  |  |  |
| Work on adjustments. |  |  |  |  |
| Submit updated deliverable to DMC. |  |  |  |  |
| DMC review #2 (allow 20 business days) and approval. | DMC |  |  |  |
| **Deliverable: Community Stories launch** | | | | |
| * Prepare promotional campaign for launch (press release, feature on your organisation’s website, social media strategy, launch event, etc.). |  |  |  |  |
| **PROJECT LAUNCH DATE**   * For trilingual projects, the launch date is December 31, 2028, at latest. * A realistic timeframe is 24-30 months from start to launch. * Allow at least 2 weeks between the completion of Phase 4 and your public launch date. | | |  |  |