

Name \_\_\_\_\_ Period \_\_\_\_\_

## Develop Worksheet #19

### PRODUCTION CHECKLIST

**Path to Project:** \_\_\_\_\_ for others to use

**Management. Each member of your team needs to create the same directory structure.**

- Hard drive file structure. Be organized to find and access your files.
- Backup system. Do this often to protect your work and files.
- Project notes and binder. Keep weekly goals, checklists, minutes of team meetings here.

#### **Specify Treatments**

- Theme/Motif. Project metaphor supports the theme and learner's interests
- Setting supports the theme. Choose a style and stick with it.
- Color scheme is consistent & used effectively, with good contrast between text & background
- Pacing and Tone matches your learners skills, views, and your goals for the project.

**Produce All Media. The format is uncluttered. Lots of white space!**

- Graphics. JPEG files help create faster download speeds. Use them to teach the content.
- Sound. The Flash .swf files displays full screen. No scaling allowed.
- Video shoots and editing: clear and focused. Smooth transitions to other computer screens.
- Text on screen is easy to read and is at least 12 point font size.
- Use a Media Log to track filenames of files you find or create
- Alert learners they may need advanced computer hardware or software to use parts of your course. As an option to high-speed Internet, tell them they can get a CD or DVD of it, too.

**Author Project. Use the storyboard and media you produced.**

- Apply consistent formatting styles, font size, bullets, dashes, numbers. Use bold and italics sparingly. Capitalize consistently.
- Typeface is common to all computers. Use Times Roman, Arial, or Tacoma.
- Each unit of topics has the same sections like introduction, directions, self tests, learning activities, self-test answers, links to more info
- Menus are consistent with project Theme. Every section begins with an overview.
- Learner Activities directly related to objectives. Are accurate & relevant, presented in a logical sequence. Content is broken into small learning steps. Activities encourage critical thinking, creativity and problem-solving.
- Script anticipates the interactions of the user. Each screen in script tells all media elements.
- Verify that all scenes are included in script & in edited pieces of media. Are in proper order.
- Test items are directly related to objectives. Learners can practice often to prepare for tests.
- Caption photos. For those with screen readers, describe each illustration as an image tag
- Instructions or directions are clear and concise.
- Extra Resources are found in links beyond the course material

### **Navigation**

- Buttons work. Are in logical places and are placed where users expect to find them.
- Links do what they are supposed to do. Every page is linked. Make direct links to plug-ins, if required, to use your multimedia. Give links to material within and external to your course.
- Site map makes sense and its links work to all parts of the project
- EXIT button works.
- Cursor changes to a hand on interactions.

### **Language check**

- Spell check the text. Grammar is OK, consistent. Use standard punctuation.
- Easy to understand. Use “you” and active (not passive) voice verbs, short sentences
- Level of language is appropriate for your intended audience
- No explicit or implicit bias about age, culture, ethnicity, race, gender, or sexual preference

### **Copyright check/Cite sources for graphics, sound, video, and text**

- Quoted materials and resources are all cited correctly.
- Permissions to use copyrighted material has been obtained.
- Credits. You list the names of all who contribute to the project and how.

### **Double Checking the Total Project**

- Let members from other teams critique your pages some times
- Enter all project digital files into media log with correct filename
- Make sure all information is correct. Ask many eyes & “experts” to look at each screen.
- Use a debugging & proofreading & revising cycle
- Test your media to make sure it works properly, even on slower machines.
- Objectives state clearly what must be done. Project guides learners to reach stated goals.

### **APPROVALS for completed instructional materials.**

**The project is now ready for the Alpha Test.**

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Use the Log on the next page to keep track of your project media and text files.

## Log to Track Media and Text Files — Production List

Project Name: \_\_\_\_\_ Path to Project \_\_\_\_\_

	Location	Description of Media & Text Files	File Name
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			
32			
33			
34			
35			
36			
37			
38			
39			
40			