

## Project Management Micro-Collaboration Checklist

<b>I know:</b>
<input type="checkbox"/> the stakeholders
<input type="checkbox"/> the deliverables
<input type="checkbox"/> the budget
<input type="checkbox"/> the development team
<input type="checkbox"/> a similar project / process
<b>Project Set-Up Steps:</b>
<input type="checkbox"/> Project Schedule Draft
<input type="checkbox"/> Project Communication Site / Tool
<input type="checkbox"/> Kick-off Meeting Agenda & PowerPoint
<b>Pre-Development Steps:</b>
<input type="checkbox"/> Develop writing style guidelines and technical specifications
<input type="checkbox"/> Gather all assets
<input type="checkbox"/> Schedule weekly meetings
<input type="checkbox"/> Agree to format for obtaining approvals
<input type="checkbox"/> Show samples of previous work as thought starters
<input type="checkbox"/> Review samples of other works for what is liked or not liked
<b>Development Steps:</b>
<input type="checkbox"/> Concept Approvals / Blueprints
<input type="checkbox"/> Concept Art
<input type="checkbox"/> Scripting / Copywriting
<input type="checkbox"/> Scripting Review
<input type="checkbox"/> Learning Object Prototype Development
<input type="checkbox"/> Learning Object Prototype Review
<input type="checkbox"/> Learning Object Alpha Development
<input type="checkbox"/> Learning Object Alpha Review
<input type="checkbox"/> Learning Object Beta Development
<input type="checkbox"/> Learning Object Beta Review
<input type="checkbox"/> Learning Object User Testing
<input type="checkbox"/> Learning Object Final Development
<input type="checkbox"/> Learning Object Final Review / Approval
<input type="checkbox"/> Learning Object Pilot