

# Ramapo Master's of Science in Educational Technology

## Developing a Project Calendar

### Purpose:

- ✓ To develop an efficient work plan
- ✓ To reduce stress through good planning
- ✓ To complete a quality project in the required timeframe

### Steps:

- ✓ Identify all required tasks
- ✓ Create a sequence for the required tasks
- ✓ Allocate adequate time for each task
- ✓ Create a calendar detailing when each task will be started and completed

### Things to Remember:

- ✓ The calendar is a dynamic document and will need to be revised as you proceed
- ✓ Some tasks will be addressed simultaneously
- ✓ Develop a calendar that fits your own style (i.e. – numbered list, graphic calendar, color coding)
- ✓ Allow for other work/personal commitments
- ✓ Build in time for the unexpected difficulties

### Things to include:

- ✓ Course Assignments, Checkpoints, and Assessments
- ✓ Other Personal/Professional Commitments

#### Stage #1: Planning the Site

- ✓ Develop system to archive graphics and other resources
- ✓ Develop project calendar
- ✓ Develop site plan / flow chart / naming scheme / page title scheme
- ✓ Gather and/or create graphic elements
- ✓ Research outside links
- ✓ Plan assessment module
- ✓ Research and develop general content
- ✓ Develop special pages such as worksheets, questionnaires forms, etc.

#### Stage #2: Developing Site Design

- ✓ Optimize and process graphic elements
- ✓ Develop templates
- ✓ Check and adjust templates for Level I accessibility
- ✓ Debug templates

#### Stage #3: Completing the Site

- ✓ Adding page specific content/links/modifications to template based pages
- ✓ Creating non-template based pages
- ✓ Check and adjust non-template based pages for Level I accessibility
- ✓ Test and debug site

\*Additional Tasks may be included as your feel necessary for your project.

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## Sample Project Calendar:

<b>February</b>						
				1	2	3
					Search for Graphics	Outline site content
4	5	6	7	8	9	10
Search for Graphics						
Content					Naming scheme	
Joey's B-day				PTA		
11	12	13	14	15	16	17
Finalize main navigation bar			Create a flow chart			
				Find outside links		
18	19	20	21	22	23	24
Work on Design, color scheme, general layout						
			Identify all common elements			
				Anniversary Dinner		
25	26	27	28			
Begin Processing Graphics						
Begin work on template						