**Preliminary schedule for testing of EAD training software and development of training video**

February 20 – March 28
Testing TechSmith Jing, BB Flashback, and other software as reviewed on http://mashable.com (Janet)

April 2 – 9
Recommendations from Janet; Beth and Rhonda will review Janet’s recommendations and any finished product to this point, and add commentary as needed.

April 9 – 15
Team will write up final analysis/findings to present to Task Force and have any product ready to show to Task Force.

April 16
Task Force meeting in Columbus
- show software possibilities to Task Force
- discuss the information that will be included in the training package and in what format (see program notes for suggested content: http://silver.ohiolink.edu/dms/ead/trainprognotes.pdf
- make final decision on what software to use

April 17 – May 2
Team will begin work on gathering information to be included in the training package (as discussed by all TF members at meeting)

May 5 – 19
Team will draw up a preliminary (frame-by-frame?) outline of the video training package, including what information goes where and how it is to be presented in each frame

May 20 – 21
Break up sections (frames) of training video for each person to work on individually with the software

May 22 – June 17
Team will communicate via e-mail attachments and meet once in person if necessary to have final video ready to present to TF.
June 18
Task Force meeting in Columbus
  • will show video to TF; TF will make recommendations for any
cchanges to training video

June 19 – July 1
Team will make final recommendations/changes to training video.

July 7
Video to be made available for off-site training

July – December, 2008
Work on interactive video will begin with at least some good
preliminary efforts made for an interactive video by December.