# LTC Project-based Course Development RACI Chart

This RACI chart lists the phases of a LTC course development project (using the Project Model), with major tasks/deliverables and associated roles/ responsibilities. When following the Boutique Model to DIY a course (online or not) with one-on-one support from the LTC, instructors drive the design and development process. In some cases, if an Instructional Development Consultant (IDC) is not involved, the instructor needs to take the role of an IDC, and be responsible/accountable for the quality. Usually, a formal LTC project has priority to access LTC resources. Contact an [Instructional Development Consultant](http://www.bcit.ca/ltc/contact/staffdirectory.shtml) to discuss which approach is more suitable for you.

| **Phase** | **Tasks/ Deliverables** | **Responsible** | **Accountable** | **Consulted** | **Informed** |
| --- | --- | --- | --- | --- | --- |
| **Establish** | 1. Project established to meet the program need or Instructor proposes to program Head (PH)/Associate Dean (AD)
* start date? Can it wait until next workload meeting?
* in Ops plan?
* time released?
 | Program Head (PH)/ Instructor(s) | Associate Dean (AD) | PH/School Department/AD/ Dean/IDC (Instructional Development Consultant) | LTC liaison/ IDC coordinator |
| **Discover** | 1. Meet with IDC/ instructor/ SME/ Sponsor:
* assessing instructor/program readiness for online
* assessing instructor/program workload capacity
* timelines, scope,
* student needs,
* program needs,
* pedagogical use of technology, etc.
1. Familiarize instructor/SME with online teaching, delivery and development process
2. Introductory hands-on instructor/SME training as needed
 | IDC  | IDC | * Instructor/ SME (subject matter expert)
* PH &/or AD
 | * IDC Workload Coordinator via Workload
* LTC Director via Workload meetings
 |
| Deliverables:* Initial plan drafted
 | IDC | IDC | Instructor/SME | * PH &/or AD
* LTC via Huddleboard
 |
| **Design** | 1. Determine
* Learning Outcomes
* Pedagogical approach
1. Design
* Learning Activities
* Evaluation Framework
 | * Instructor/SME
* IDC
 | * IDC
 |  |  |
| Deliverables* Blueprint of course organization
 | * Instructor/SME
* IDC
 | * IDC
 |  |  |
| * Online 'look and feel'
* Module sample for review/changes
 | * Instructor/SME
* IDC
* Graphic Artist
* Course Production Developer (CPD)
 | * IDC
 |  | * PH &/or AD
 |
| * Finalized plan where team members requested, identified, and consulted
 | * IDC
 | * IDC
 | * Instructor/SME
* Graphic Artist
* CPD
* Multimedia Developer
* Media Producer
* Instructional Materials Developer (IMD)
 | * PH &/or AD
* LTC via Huddleboard
 |
| **Develop** | 1. Create and complete course elements

Deliverable:* content and learning interactions/ instructions in various formats
 | * Instructor/SME
* IDC
* Graphic Artist
* Multimedia Developer
* Media Producer
* IMD
 | * IDC
 | * CPD
 | * PH &/or AD
* LTC via Huddleboard
 |
| 1. Build course online

Deliverable: * D2L course site
 | * CPD
 | * IDC
 | * Instructor/SME
 | * PH &/or AD
* LTC via Huddleboard
 |
| 1. Develop instructor's/tutors online skills
 | * Instructor/SME
* IDC
* Learning Technology Specialists (LTS)
 | * IDC
 |  |  |
| 1. Review initial course build, make necessary changes
 | * Instructor/SME
* IDC
* CPD
 | * IDC
 |  | * PH &/or AD
 |
| 1. Review anything necessary with program staff for course delivery, initiating course hand-over to program
 | * Instructor/SME
* IDC
* Program Assistants
* PH &/ or AD
* LTS
 | * IDC
 |  |  |
| 1. Course ready for delivery
 | * IDC
 | * IDC
 |  | * Instructor/SME
* PH &/or AD
* LTC via Huddleboard
 |
| Sometimes the LTC project/LTC support ends at this point, and sometimes it continues to the next phase, depending on the School/program needs and intentions. |
| **Deploy** | 1. Support instructor/administrators during delivery
 | * IDC
* LTS
 |  |  |  |
| 1. Make any necessary post-pilot changes
 | * Instructor/SME
* IDC
* LTS
 | * IDC
 |  |  |
| 1. Hand-over to program completed; close out project
 | * IDC
 | * IDC
 |  | * Instructor/SME
* PH &/or AD
* LTC via Huddleboard
 |
| 1. Online course is delivered over time, supported by LTC
 | * Instructor/SME
* Program Staff
* Educational Technology Services
 | * BCIT School
 |  |  |