

<b>The Education Alliance at Brown University Technology Division - Web Development</b>			<b>Project Name: KLoom - Elementary Literacy Spotlight</b>				
<b>Project Task List</b>			<b>Project Team:</b> A. Bulin, A. Brettschneider, J. Fox, E. Gurney, K. Kreutler, I. Leon, C. Way				
			<b>Launch Date:</b> Phase 1 - 6/2/2004				
<b>NOTE: Completed task items are highlighted in gray</b>			Phase 2 - 9/15/04				
Item No.	Task Group	Deliverable	Person(s) Responsible	Customer	Date Needed	Date Completed	Notes
1a	Create Spotlight	Create Spotlight in admin interface	A. Brettschneider	project team	3/19	< 3/23	
1b	Create Spotlight	Create folder within Kloom directory of server	K. Kreutler	project team	3/19	3/18	
1c	Create Spotlight	Create spotlight section within init file	J. Fox	project team	3/24	< 6/1	
1d	Creat Spotlight	Modify presentation logic for multiple index pages	I.Leon	project team	5/10	< 6/1	
2	Web Graphics	Design Spotlight Cover and Inside Page masthead and banners	E. Gurney	project team	4/1	< 4/13	
3a	Spotlight Cover	Create draft spotlight cover page	A. Brettschneider	web team	3/18	3/24	completed final approved mock-up 4/6
3b	Spotlight Cover	Provide content for main and marquee area of page	A. Brettschneider	web team	3/18	3/24	
3c	Spotlight Cover	Place graphics, modify code and text within index.jsp	E.Gurney/K.Kreutler	project team	4/8	4/19	4/16 - placed on Dev server - await config update to view
4a	Panel Discussion	Decide whether or not to include panel discuss in spotlight	M.A.M. and M.H.	project team		4/13	omit panel discussion-include past Q&A in AskExpert
5a	Interactive Features	Develop text for interactive features	A. Brettschneider	J. Fox	5/7	6/7	use existing text from ELNE, Literacy spotlight
5b	Interactive Features	Enter text for interactive features in KLOOMContent.properties file	J. Fox	project team	5/14	< 6/15	file formerly known as BPCContentConfig.ini
6a	Best practices	Develop textual content for "Best practices" section	A. Brettschneider	A. Bulin	4/26	< 6/15	
6b	Best practices	Enter text for "Best practices" in Kloom admin interface	A. Bulin	project team	5/14	< 6/15	
7a	What Is It?	Develop textual content for "What Is It?" section	A. Brettschneider	A. Bulin	5/4	< 6/15	
7b	What Is It?	Enter text for "What Is It?" in Kloom admin interface	A. Bulin	project team	5/14	< 6/15	
8a	Related Resources	Develop textual content for "Related Resources" section	A. Brettschneider	A. Bulin	5/4	< 6/15	
8b	Related Resources	Enter text for "Related Resources" in Kloom admin interface	A. Bulin	project team	5/14	< 6/15	
9a	Res. Summ/Biblio	Develop textual content for "Research Summary/Bibliographies"	A. Brettschneider	A. Bulin	5/4	< 6/15	
9b	Res. Summ/Biblio	Enter text for "Research Summary/Bibliographies in Kloom admin	A. Bulin	project team	5/14	< 6/15	
10a	Success Stories	Develop content for "Success Stories"	A. Brettschneider	A. Bulin		< 6/15	ongoing throughout April, May, June
10b	Success Stories	Enter text for "Success Stories" in Kloom admin interface	A. Bulin	project team	TBD	< 6/15	
11a	elne/literacy content	Review and adapt content from elne/literacy splt to elemilit spttt	S. Okashige	A. Brettschneider	4/15		
11b	elne/literacy content	Consolidate changes to elne/literacy content	A. Brettschneider	A. Bulin	4/27		
11c	elne/literacy content	Modify content in database from elne/literacy spotlight	A. Bulin	project team	5/14		change ID nos. and modify
12a	Audio/Video Clips	Identify/provide A/V clips, develop descriptions, determine format			TBD		wait for later phase to include audio/video content
12b	Audio/Video Clips	Edit and produce clips			TBD		"
12c	Audio/Video Clips	Place video clips in Web pages			TBD		"
13a	About page	Develop text for the elemilit/about.jsp page	A. Brettschneider	K. Kreutler	5/4	6/7	
13b	About page	Enter text for the elemilit/about.jsp page	K. Kreutler	project team	5/14	6/8	4/15 - page shell created: 6/8 - KK placed on Dev server
14a	Media Page	Provide A/V files, transcript and photos			TBD		Wait for later phase to include audio/video content
14b	Media Page	Create HTML page to display transcript and embed A/V file			TBD		"
15a	Marquee'2nd page'	Provide text, publication info and location	A. Brettschneider	K. Kreutler	3/18	3/24	for NEIRTEC report only
15b	Marquee'2nd page'	Place text, publication info and links on Web pages	K. Kreutler	project team	4/16	4/16	placed nrct_rptinfo.jsp on DEV server
16	BP Inter page	Modify BPInter page to suppress practices in elemilit bainter.jsp	I. Leon	project team	4/9	6/15	

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			Launch Date: Phase 1 - 6/2/2004				
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Item No.	Task Group	Deliverable	Person(s) Responsible	Customer	Date Needed	Date Completed	Notes
17a	Review	Select review team	A. Brettschneider	project team	5/1	< 6/15	
17b	Review	Provide spotlight URL to review team	A. Brettschneider	review team	5/4	"	AB provided review team with hard copy of content
17c	Review	Complete review and provide feedback, corrections and changes	review team	A. Brettschneider	5/19	"	
17d	Review	Determine and consolidate changes to content/format	A. Brettschneider	project team	5/21	"	
17e	Review	Make agreed upon changes to database records	A. Bulin	project team	5/26	"	
17f	Review	Make agreed upon changes to Web pages	K. Kreutler	project team	5/26	"	
17g	Review	Provide final approval and direction to launch	A. Brett, MAM, MJH	project team	5/31	6/17	6/10 - KK placed files on staging server
18a	Launch Phase I	create "re-directs" for literacy and elne spotlights	J. Fox	www	6/2	na	6/16 - Change - create earlit.jsp to link to these spotlights
18b	Launch Phase I	create earlit.jsp to explain changes and links to 'old' early lit spltt	K. Kreutler	www	6/18	6/17	
18c	Launch Phase I	update expertmain.jsp to remove literacy, elne and add elemilit	K. Kreutler	www	6/15	6/8	
18d	Launch Phase I	Update Kloom Home page and Site Map with links to elemilit	K. Kreutler	www	6/2	6/18	
18e	Launch Phase I	Place all new and updated files in Production server	K. Kreutler	www	6/2	6/18	J. Fox mounted from staging server
18f	Launch Phase I	Create record in ea_stuff database	K. Kreutler	www	6/2	6/18	
19a	Grade 4-6 Content	Provide revisions to Grade 4-6 Reading content	Content team	A. Brettschneider	8/3		
19b	Grade 4-6 Content	Request 'missing' content	A. Brettschneider	Content team	8/6		
19c	Grade 4-6 Content	Provide full edited version to content manager	Content team	A. Brettschneider	8/17		
19d	Grade 4-6 Content	Provide full edited version to web designer, and editor	A. Brettschneider	E. Gurney, C. Way	8/19		
19e	Grade 4-6 Content	Review full edited version for style/format, provide corrections	E. Gurney	A. Brettschneider	8/25		
19f	Grade 4-6 Content	Proofread full edited version, provide corrections	C. Way	A. Brettschneider	8/25		
19g	Grade 4-6 Content	Provide final version of content for 'posting'	A. Brettschneider	A. Bulin	8/26		
19h	Grade 4-6 Content	Enter content in data base	A. Bulin	Review team	9/2		
20a	KLoom Backend	Backend modifications moved to Staging server	J. Fox, I. Leone	Web Team	8/25		
20b	KLoom Backend	Test Staging version, report bugs	Web Team	J. Fox, I. Leone	9/8		Test behavior, left panel, custom print, admin interface
20c	KLoom Backend	Backend modifications and fixes completed	J. Fox, I. Leone	Project team	9/15		
21a	Review	Provide PDF version of content to reviewer	A. Brettschneider	Contracted reviewer	9/3		
21b	Review	Proofread PDF version of content, provide corrections	Contracted reviewer	A. Brettschneider	9/8		
21c	Review	Review online version of content, provide corrections	Web team	A. Brettschneider	9/8		
21d	Review	Provide corrections for entry in database	A. Brettschneider	A. Bulin	9/9		
21e	Review	Enter final corrections in database	A. Bulin	Project Team	9/14		
21f	Review	Provide final approval and direction for Phase 2 launch	Managers/directors	Project team	9/15		
22a	Launch Phase 2	Move backend modifications to Production server	J. Fox, I. Leone	www	9/15		
22	Launch Phase 2	Announce launch	A. Brettschneider	www	9/15		