

Inclusive New Media Design: Project Management Chart

Duration: 1st May 2007 – 30 April 2009			
Month	Date	Activity	Responsibility
<i>Phase I : project preparation phase</i>			
1 - 5	May 2007 – Sept 2007	Literature review	PI, RA
		Participant recruitment; establishment of participant baseline knowledge of accessibility	RA, WD
		Identification of relevant guidelines on which to focus; draft of document to form basis of workshops	CI
		Design of project website	WD, CI
		Preparation of workshops: design	all (not A)
		Preparation of workshops: administration	A
		<i>Milestone 1: project website live: month 3</i>	WD
<i>Phase II : project implementation phase</i>			
6	Oct 2007	Workshop I: general accessibility guidelines	all (not A)
		Website updates and maintenance (info about project for participants; links to existing online accessibility resources for developers; forum established)	WD
7-9	Nov 2007 – Jan 2008	Workshop I evaluation & analysis	all (not A)
		Follow up from workshop I: workplace observations & analysis of observations	RA, PI
		Preparation for workshop II	all
		Website updates and maintenance (info for participants about workshop II; initial media-rich / flash examples of good practice)	WD
		<i>Milestone 2: preliminary report 1 on findings uploaded to project website</i>	RA

10	Feb 2008	Workshop II: accessibility and cognitive disability	all (not A)
		Website updates and maintenance	WD
11-13	March 2008 – May 2008	Workshop II evaluation & analysis	all (not A)
		Follow up from workshop II: workplace observations & analysis of observations	RA, PI
		Preparation for workshop III	all
		Website updates and maintenance (info for participants about workshop III; more media-rich / flash examples of good practice)	WD
		<i>Milestone 3: preliminary report 2 on findings uploaded to project website</i>	RA
		<i>Milestone 4: designers produced sites for use in workshops with users</i>	participants
14	June 2008	Workshop III: users I	all (not A)
		Website updates and maintenance	WD
15-17	July 2008 – Sept 2008	Workshop III evaluation & analysis	all (not A)
		Follow up from workshop III: workplace observations & analysis of observations	RA
		Preparation for workshop IV	all
		Preliminary work on dissemination (especially academic articles)	PI, CI, RA
		Website updates and maintenance (info for participants about workshop IV; interim report III on findings (html); initial user testing video clips uploaded;	WD
		Website maintenance: preliminary discussion with Big Tree director about longer-term thematic integration of project web content within Big Tree)	CI
18	Oct 2008	Workshop IV: users II	all (not A)
		Website updates and maintenance	WD

19-21	Nov 2008 – Jan 2009	Workshop IV evaluation & analysis	all (not A)
		Follow up from workshop IV: workplace observations & analysis of observations	RA
		Further work on dissemination (especially academic articles)	PI, CI, RA
		Website updates and maintenance (final user testing video clips uploaded; interim report IV on findings)	WD
		<i>Milestone 6: interim report 4 on findings uploaded to project website</i>	RA
Phase III : project evaluation phase			
22-24	Feb 2009 – April 2009	Final project evaluation	PI, CI, RA
		Dissemination of findings: new media design community, standards bodies, academic articles as appropriate (to continue beyond the end date of the project)	PI, CI, RA
		Website: project website 'complete';	WD
		Website: agreement with Big Tree about longer-term thematic integration of project web pages within The Big Tree	CI
		<i>Milestone 7: report to standards bodies, also uploaded to project website (month 24)</i>	CI
Post-project			
24-36	May 2009 – April 2010	<i>Milestone 8: publication of outcomes in academic journals (month 36)</i>	PI, CI, RA
Personnel PI: Principal Investigator WD: Web Developer CI: Co-Investigator A: Administrator RA: Research Assistant			