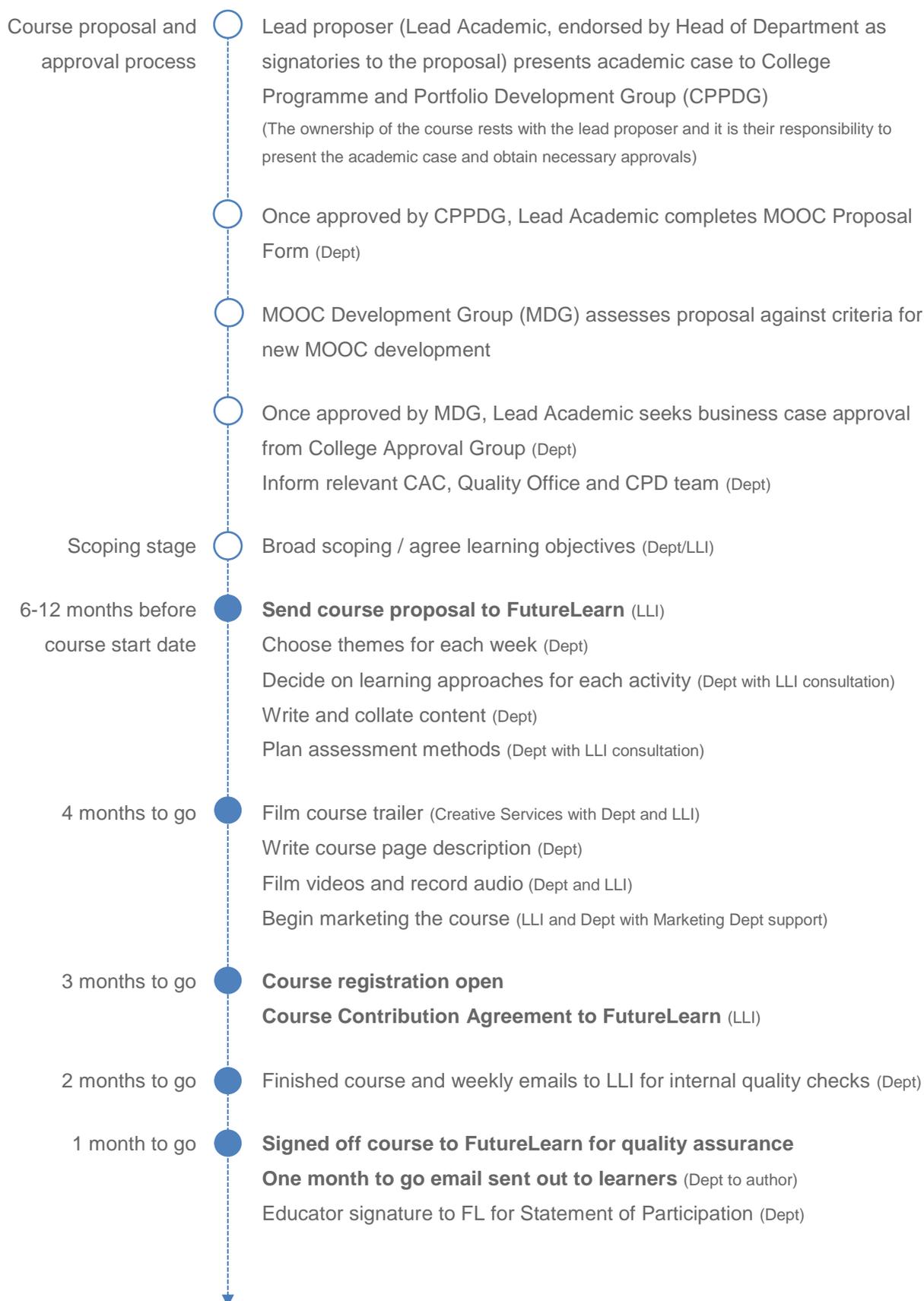# MOOC production timeline

This timeline is a guide to the key milestones in producing a MOOC with FutureLearn. These timescales may differ depending on factors such as how much material is already available, and how many new films need to be made. Text in bold indicates FutureLearn deadlines.

**Course proposal and approval process**

○ Lead proposer (Lead Academic, endorsed by Head of Department as signatories to the proposal) presents academic case to College Programme and Portfolio Development Group (CPPDG)

(The ownership of the course rests with the lead proposer and it is their responsibility to present the academic case and obtain necessary approvals)

○ Once approved by CPPDG, Lead Academic completes MOOC Proposal Form (Dept)

○ MOOC Development Group (MDG) assesses proposal against criteria for new MOOC development

○ Once approved by MDG, Lead Academic seeks business case approval from College Approval Group (Dept)

Inform relevant CAC, Quality Office and CPD team (Dept)

**Scoping stage**

○ Broad scoping / agree learning objectives (Dept/LLI)

**6-12 months before course start date**

● **Send course proposal to FutureLearn** (LLI)

Choose themes for each week (Dept)

Decide on learning approaches for each activity (Dept with LLI consultation)

Write and collate content (Dept)

Plan assessment methods (Dept with LLI consultation)

**4 months to go**

● Film course trailer (Creative Services with Dept and LLI)

Write course page description (Dept)

Film videos and record audio (Dept and LLI)

Begin marketing the course (LLI and Dept with Marketing Dept support)

**3 months to go**

● **Course registration open**

**Course Contribution Agreement to FutureLearn** (LLI)

**2 months to go**

● Finished course and weekly emails to LLI for internal quality checks (Dept)

**1 month to go**

● **Signed off course to FutureLearn for quality assurance**

**One month to go email sent out to learners** (Dept to author)

Educator signature to FL for Statement of Participation (Dept)

| | | |
|---|---|---|
| 2-4 weeks to go | ● | Final amendments made to course following FL QA (Dept and LLI) |
| 1 week to go | ● | **One week to go email sent out to learners** (Dept) |
| Course start date | ● | **Course runs** |
| During course run | ○ | **Moderation of learner discussion** (Dept) <br> **Weekly summary emails** (Dept) |
| Ongoing | ○ | Review course and refresh for re-runs (Dept and LLI) |

As noted above, ownership of the course rests with the lead proposer and it is their responsibility to ensure they have relevant approvals, and the resources and commitment to support its development and running.

If a MOOC has been approved but the lead proposer is not able to keep to the timeline for development, in the first instance they should speak to the LLI, who will offer support and guidance and will negotiate amending the timescales if appropriate.

If MOOC development continues to be delayed, it will be discussed at the next MOOC Development Group meeting, and plans will be put in place to advance the development. If no satisfactory action has been taken by the following MDG meeting (three months later), the Group will take action. This may involve withdrawing support for the development of this course.