The template begins on page 2 for **bilingual** projects. Use the **[CS2024Trilingual\_ORGANIZATION NAME\_Schedule](https://www.digitalmuseums.ca/wp-content/uploads/2024/08/cs2024trilingual_organization-name_schedule.docx)** if producing a 3rd language.

**Instructions**

* The template includes the typical tasks for each **[DM](https://www.digitalmuseums.ca/funding/community-stories/?tab=deliverables)****[C Phase](https://www.digitalmuseums.ca/funding/community-stories/?tab=deliverables)** ordered in the most common sequence.
	+ Grey fields are deliverables required as per the **[DMC Agreement](https://www.digitalmuseums.ca/wp-content/uploads/2024/04/01_agreement-amendment_community-stories_sample.pdf)**.
	+ Green fields are tasks that are mandatory. These are also marked (Required) for accessibility.
	+ Orange fields are tasks that are optional, complete if relevant to the project.
	+ Complete the “Person / team,” “Start date” and “End date”fields to build a schedule customised to the project.
	+ Use the “Details” column for supplemental information and add extra rows to the template if needed.

For example:

| **Tasks**  | **Person / team**  | **Details** | **Start date**  | **End date**  |
| --- | --- | --- | --- | --- |
| Undertake **research.**(Required) | Jane Doe, Curator, X Museum | Jane Doe will visit the X archives three times to complete research on the history of the women’s rights movement in Montreal. | February 15, 2025  | April 1, 2025  |

**Tips**

* **Project start date:** no earlier than mid-June 2025.
* **Launch date**: For English and French projects, at maximum, DMC requires projects to launch within 2 years, (i.e., June 30, 2027), but Community Stories can typically be completed in approximately 18 months. However, every organization and project is different. Calculate a launch date factoring in all the tasks that need to be completed in the schedule, the complexity of the project, and your team’s capacity.
* **Itemize in detail all the steps involved, from project kick-off to launch.** For each task:
	+ Indicate the project team member that is responsible and the duration.
	+ Indicate tasks that are dependent on each other or can take place concurrently.
* **The schedule should align with the budget and project team based on the scope of the project.**
* **Translation:** Don’t start translation in the 2nd language prior to having finalised the 1st language version on the website building platform (at end of Phase 2).

|  |  |
| --- | --- |
| **Organization** (Required) |  |
| ***Community Stories* title** (Required) |  |

***Pre-Phase 1***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Tasks**  | **Person / team**  | **Details** | **Start date**  | **End date**  |
| Signature of DMC Agreement. (Required) | Organization’s signing authority + DMC  |  | Mid-May 2025 | No later than June 30, 2025 |

***Phase 1: Production Plan***

| **Tasks**  | **Person / team**  | **Details** | **Start date**  | **End date**  |
| --- | --- | --- | --- | --- |
| **Deliverable: Annex B - Project Description & Scope** |
| Review proposal submission and complete any initial research (content, themes, material). (Required) |  |  | (No earlier than mid-June 2025 - Agreement must be duly signed before work begins) |  |
| Refine target audiences and outcomes. (Required) |  |  |  |  |
| Refine concept and storyline. (Required) |  |  |  |  |
| **Deliverable: Revised Project Team** |
| Confirm team, specific roles & responsibilities, and contracts. (Required) |  |  |  |  |
| **Deliverable: Revised Budget** |
| Refine the budget with guidance from DMC and the project team. (Required) |  |  |  |  |
| **Deliverable: Annex A - Deliverables & Terms of Release of Funds** |
| Refine the schedule with guidance from DMC and the project team. (Required) |  |  |  |  |
| *Add other optional tasks…* |  |  |  |  |
| *Add other optional tasks…* |  |  |  |  |
| *Add other optional tasks…* |  |  |  |  |
| **Deliverable: Phase 1 submission to DMC**(Required) |  |  |  |  |
| DMC review #1 (allow 10 business days). (Required) | DMC |  |  |  |
| Work on adjustments. (Required) |  |  |  |  |
| Submit updated deliverable to DMC. (Required). |  |  |  |  |
| DMC review #2 (allow 10 business days) and approval. (Required) | DMC |  |  |  |
| **Deliverable: Signature of DMC Amendment** (Required) | Organization’s signing authority + DMC |  |  | (No later than January 31, 2026). End date can be earlier, modify if necessary. |

***Phase 2: Preliminary version (in one language)***

| **Tasks** | **Person / team**  | **Details** | **Start date**  | **End date**  |
| --- | --- | --- | --- | --- |
| **Deliverable: Preliminary version (in one language) using the Community Stories website-building platform** |
| Undertake **research.** (Required) |  |  |  |  |
| Complete ongoing community consultation.  |  |  |  |  |
| Complete pulse check or user testing with target audience or community (on themes, tone & style, content). |  |  |  |  |
| Identify, select, and gather **content** and **materials** (from existing sources, through community outreach, as well as those that might need to be created, digitized, or licensed). Confirm the availability from various sources or collections. Examples: photographs, videos, sound recordings, artifacts, artworks, quotes, maps, etc. (Required) |  |  |  |  |
| Confirm storyline and writing tone and style.(Required) |  |  |  |  |
| Digitize works. |  |  |  |  |
| Create images (photos, illustrations, etc.). |  |  |  |  |
| Prepare and optimize image files for website-building platform (cropping, resolution, etc.). (Required) |  |  |  |  |
| Negotiate all copyrights and licenses. |  |  |  |  |
| Production of new videos / audio clips – storyboarding, securing participants and permissions, finding locations, securing equipment, etc. |  |  |  |  |
| Post-production of videos/audio clips (editing and montage, adding closed captions in one language to videos, etc.). |  |  |  |  |
| **Texts*** Write first draft of all texts (story pages, gallery pages, captions, alternative texts, transcripts, etc.) in 1st language.

(Required) |  |  |  |  |
| **Translator** * Secure professional translator(s)
* Provide 1 translation sample (in 2nd official language) for DMC review.

(Required) |  |  |  |  |
| **Texts*** Optionally, send 3-4 drafts to DMC for informal review (allow 5 working days, but work can continue).
 |  |  |  |  |
| **Texts** * Review/consult with community or advisors.
 |  |  |  |  |
| **Editing*** Finalize and edit all texts.

(Required) |  |  |  |  |
| **Website-building platform** * Familiarize yourself with Community Stories manual, layouts, and features.
* Determine layout and design.

(Required) |  |  |  |  |
| **Website-building platform** * Optionally, request informal feedback from DMC on 2 or 3 proposed story pages (allow 5 business days, but work can continue).

(Required) |  |  |  |  |
| **Website-building platform – finalize** * Build the complete Community Story in 1st language in the platform (all content integration).
* Finalize layout in 1st language.
* Verify the final version in 1 language (texts, layout, links, etc.).

(Required) |  |  |  |  |
| *Add other optional tasks…* |  |  |  |  |
| *Add other optional tasks…* |  |  |  |  |
| *Add other optional tasks…* |  |  |  |  |
| **Deliverable: Phase 2 submission to DMC** (Required) |  |  |  |  |
| DMC review #1 (allow 20 business days). (Required) | DMC |  |  |  |
| Work on adjustments. (Required) |  |  |  |  |
| Submit updated deliverable to DMC. (Required)  |  |  |  |  |
| DMC review #2 (allow 20 business days) and approval.(Required) | DMC |  |  |  |

***Phase 3: Final Version in English and French***

| **Tasks** | **Person / team**  | **Details** | **Start date**  | **End date**  |
| --- | --- | --- | --- | --- |
| **Deliverable: Final version (in English and French) using the Community Stories website-building platform** |
| **Translation** * Professionally translate all texts (story pages, gallery pages, captions, alternative texts, closed captions, transcripts) in 2nd language.

(Required) |  |  |  |  |
| **Editing/comparative editing*** Professionally edit the translated texts (not same person as translator). Do a comparative edit between the original language and the 2nd language for equivalence of tone & style and layout.

(Required) |  |  |  |  |
| **Website-building platform** * Replicate the layout of the story in the translated language.
* Add 2nd language closed captions to videos.

(Required) |  |  |  |  |
| *Add other optional tasks…* |  |  |  |  |
| *Add other optional tasks…* |  |  |  |  |
| *Add other optional tasks…* |  |  |  |  |
| **Deliverable: Launch Form**  |
| * Select and prepare promotional images.
* Fill out DMC Launch Form.

(Required) |  |  |  |  |
| **Deliverable: Phase 3 submission to DMC**(Required) |  |  |  |  |
| DMC review #1 (allow 20 business days). (Required) | DMC |  |  |  |
| Work on adjustments. (Required) |  |  |  |  |
| Submit updated deliverable to DMC. (Required) |  |  |  |  |
| DMC review #2 (allow 20 business days) and approval. (Required) | DMC |  |  |  |
| **Deliverable: Community Stories launch**  |
| * Prepare promotional campaign for launch (press release, feature on your organisation’s website, social media strategy, launch event, etc.).

(Required) |  |  |  |  |
| **PROJECT LAUNCH DATE**For English and French projects, the launch date is June 30, 2027, at latest. (Required) |  |  |