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) | | |  |  |