

Audio Planning Checklist

Idea	In Progress	Completed	Notes
Defined objective(s)	<input type="radio"/>	<input type="radio"/>	
Identified potential impact (what will audience learn? how will they change?)	<input type="radio"/>	<input type="radio"/>	
Developed assessment plan (how will I know if I acheived my goals?)	<input type="radio"/>	<input type="radio"/>	
Approach	In Progress	Completed	Notes
Identified suitable approach to meet goals	<input type="radio"/>	<input type="radio"/>	
Developed realistic timeline (talked to people who have done this)	<input type="radio"/>	<input type="radio"/>	
Identified who will do what	<input type="radio"/>	<input type="radio"/>	
Reviewed with learning design in mind	<input type="radio"/>	<input type="radio"/>	

Resources	In Progress	Completed	Notes
Conducted search for existing resources	<input type="radio"/>	<input type="radio"/>	
Sourced content licensed for re-use (if B roll is needed)	<input type="radio"/>	<input type="radio"/>	
Understand copyright guidelines for media included	<input type="radio"/>	<input type="radio"/>	
Defined re-use strategy for project (CC licensing, etc.)	<input type="radio"/>	<input type="radio"/>	
Prepared forms and permissions required for project	<input type="radio"/>	<input type="radio"/>	
Created draft script	<input type="radio"/>	<input type="radio"/>	
Confirmed recording location (silent space, no buzzing from air conditioning, etc.)	<input type="radio"/>	<input type="radio"/>	

Tools	In Progress	Completed	Notes
Identified and acquired necessary gear and equipment	<input type="radio"/>	<input type="radio"/>	
Considered sustainability of project (i.e. updates, revisions, ownership)	<input type="radio"/>	<input type="radio"/>	
Experimented with software, tools and approaches	<input type="radio"/>	<input type="radio"/>	
Tested out equipment at recording location to check audio quality	<input type="radio"/>	<input type="radio"/>	