**Sample Project Plan for Tutorial Videos**

**Tutorial #1 Tax Codes**

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| **Task** | **Who** | **Completed by** | **Notes** |
| **Topic-Tax Codes** |  |  |  |
| Client Initiation Meeting |  |  |  |
| Use documentation to create script for **Tax Codes** (1-10 minutes long) | Skeeter | 4/24 |  |
| Review Script  | Michelle | 4/25 | Done |
| Create Storyboard with action on screen | Skeeter | 4/26 | Delivered 4/28 |
| Client reviews Storyboard | Jim | 5/27 |  |
| Create Screencapture video (Use Best practices) Be sure sample data is ready to enter | Skeeter | 5/3- | In progress |
| Create narration and edit in Audacity | John | 5/6 |  |
| Import all Media into Camtasia and edit/sync | Skeeter | 5/7 |  |
| Create Title Screen and Summary/end screen (PowerPoint) | Skeeter | 5/7 |  |
| Jim reviews draft for accuracy | Jim | 5/7 |  |
| Add enhancements in Camtasia (callouts, zooms, hotlinks) | Skeeter | 5/9 |  |
| Jim reviews final with enhancements | Jim  | 5/10 |  |
| Make any edits needed | Skeeter | 5/23 | Changed date based on Jim's request to change some of the screens |
| Final Review | Jim | 5/24 |  |
| Last round of edits  | Skeeter | 6/1 |  |
| Produce as MP4, Upload to Hosting service and embed into website | Skeeter | 6/4 | **Done!** |
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