

Storyboard Readiness Checklist

Project _____

Date _____

| Item | Initials | Notes |
|--|----------|-------|
| Student Performance Objectives (SPOs) | | |
| <input type="checkbox"/> SPOs clearly listed using active voice | | |
| <input type="checkbox"/> All SPOs measured | | |
| Navigation | | |
| <input type="checkbox"/> Menu/Navigation consistent throughout | | |
| <input type="checkbox"/> Button actions indicated | | |
| <input type="checkbox"/> Button accessibility indicated (available/grayed out) | | |
| <input type="checkbox"/> Navigation/branching clearly indicated on each page | | |
| <input type="checkbox"/> Page / section accessibility (linear or open) | | |
| <input type="checkbox"/> Bookmarking instructions for developers | | |
| Text & Style Guidelines | | |
| <input type="checkbox"/> Content complete (no review notes, TBS, etc.) | | |
| <input type="checkbox"/> Clear instructions to prompt learner actions | | |
| <input type="checkbox"/> Spell check completed | | |
| <input type="checkbox"/> Content proofread | | |
| <input type="checkbox"/> Style & usage guidelines followed, including capitalization | | |
| <input type="checkbox"/> Heading hierarchy consistent | | |
| <input type="checkbox"/> Type styles identified (title, header, body, bullets, etc.) | | |
| <input type="checkbox"/> Position of text on screen (fixed or developer choice) | | |
| Narration | | |
| <input type="checkbox"/> Audio script present, including instructions & feedback | | |
| <input type="checkbox"/> Narrator voices indicated (male, female, etc.) | | |
| Interaction | | |
| <input type="checkbox"/> Adequate number of interactions (i.e., 1 every 3 screens) | | |
| <input type="checkbox"/> Adequate description of interactions for developers | | |
| <input type="checkbox"/> Prescriptive feedback for all quizzes, interactions | | |
| <input type="checkbox"/> Rollovers described, including size, position, framework | | |
| <input type="checkbox"/> Rollover text present | | |
| <input type="checkbox"/> Number of tries user gets on exercises | | |
| <input type="checkbox"/> Developer instructions for scoring & tracking | | |
| Graphics | | |
| <input type="checkbox"/> Detailed description of all required illustrations | | |
| <input type="checkbox"/> File names / locations of graphic assets (photos, etc.) | | |
| <input type="checkbox"/> Logo usage, colors, and other branding appropriate | | |
| Other | | |
| <input type="checkbox"/> | | |
| <input type="checkbox"/> | | |
| <input type="checkbox"/> | | |
| <input type="checkbox"/> | | |