**Online Story Package Planning Sheet**

**DIRECTIONS**

Complete this sheet with your group to plan your online story package. Take into consideration timeliness and relevance, as well as your own deadline limitations.

**Step 1: Generate ideas.**

In the space below, list all ideas your group generates for online stories. At this point, do not worry about which tools or types of multimedia you will use.

**Step 2: Select an idea and generate questions.**

Our group’s story idea is:

List all questions readers may have about that particular story idea.

**Step 3: Look at questions and determine possible angles. List.**

In the space below, list all possible angles for your story idea. At this point, do not worry about which tools or types of multimedia you will use.

**Step 4: Evaluate your online story idea(s) using the package planning questions.**

|  |  |
| --- | --- |
| **Planning question** | **Answer** (What does that mean for your plan?) |
| *Is this package spontaneous or planned in advance?* |  |
| *Which is more important: speed or depth?* |  |
| *Is the focus of this package information or experience?* |  |
| *Is this a visual story?* |  |
| *Is there a single angle/story or multiple angles to cover?* |  |
| *Is the story primarily based on field reporting or interviews?* |  |
| *How many people do you have to create this package?* |  |

**Step 5: Use responses to determine story package design.**

Which story structure will your online story package take?

* Story-plus model
* Menu of choices
* Guided narrative

Will any of the following be part of your online story package? Check all that apply.

* Audio clips
* Charts/graphs
* Document hosting
* Game
* Infographic
* Interactive image
* Liveblog
* Livestream
* Map
* Outside content aggregation (e.g. social media posts)
* Panorama
* Photo gallery
* Quiz/poll
* Slideshow
* Timeline
* Video
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What will your package look like online? Sketch your idea(s) below. Be sure to include any actions readers can take, like buttons or links that lead to new pages.

**Step 6: Assign and set deadlines.**

Who in your group will be responsible for what and by when? Set up a plan here.

|  |  |  |
| --- | --- | --- |
| Task | Assigned to | Ready for edits by |
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