Course Development Kickoff Draft

October 9, 2017

Project Name

Team Players

Stakeholders

Executive Sponsor
▶ Name

SMEs
▶ Name
▶ Name

Final Approver
▶ Name

Learning & Development Team

Vice President, Learning & Development
▶ Name

Senior Director, Learning & Development
▶ Name

Instructional Designer
▶ Name

Expectations

Stakeholder Team

▶ *Willing to dedicate time needed to ensure the success of the project during design and development*

▶ *Provide source content that is current and accurately reflects the initiative's corresponding SOP*

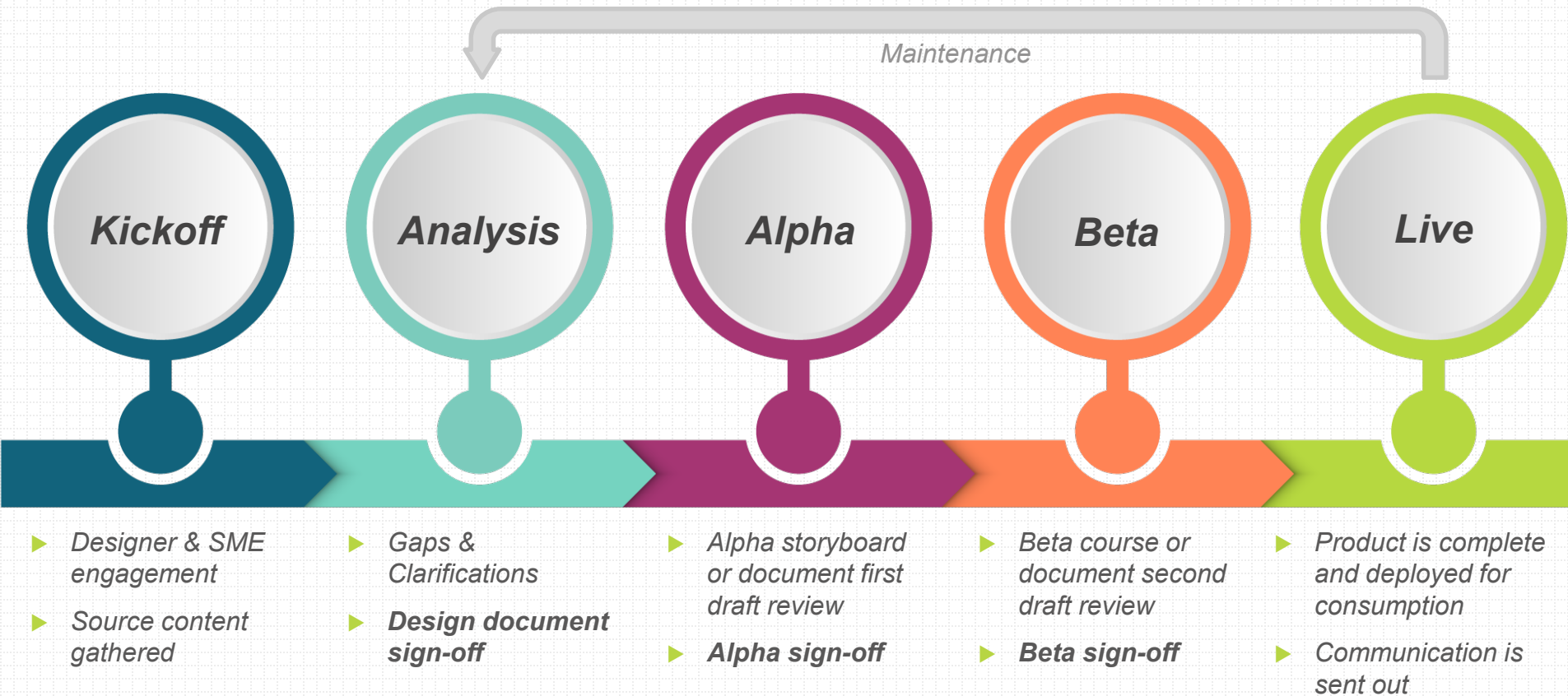▶ *Validate the accuracy of the content being produced during each review phase*

▶ *Prepare for, and participate in all working sessions*

▶ *Work together to produce a quality learning solution by ensuring the accuracy of the content produced*

Learning Team

▶ *Review and fully understand source content to develop appropriate learning solutions*

▶ *Communicate with stakeholders regularly to provide project status updates*

▶ *Develop learning solutions that meet stakeholder and learner needs*

Development Process

Design and Development Phases

Maintenance

Kickoff	Analysis	Alpha	Beta	Live

- Designer & SME engagement
- Source content gathered

- Gaps & Clarifications
- **Design document sign-off**

- Alpha storyboard or document first draft review
- **Alpha sign-off**

- Beta course or document second draft review
- **Beta sign-off**

- Product is complete and deployed for consumption
- Communication is sent out

Project Timeline

Milestone	Target Date
Gaps & Clarifications Meeting	
Design Document Review	*Revisions due __ business days following delivery of Design Document*
Design Document Sign-off	*__ business days following delivery of updated Design Document*
Alpha Review	*Revisions due __ business days following delivery of Alpha version*
Alpha Sign-off	*__ business days following delivery of updated Alpha version*
Beta Review	*Revisions due __ business days following delivery of Beta version*
Beta Sign-off	*__ business days following delivery of updated Beta version*
Deployment Testing (WBT)	*I will add/remove this line accordingly*
Production – "Go Live"	

Course Overview

Course Purpose

Summary of course purpose, taken from business and performance objectives

Course Details	Audience	Benefits
WBT, job aid, etc.	*Primary*	*Brief statement summarizing benefits of learning solution*
Course length (if applicable)	*Secondary (if applicable)*	

Course Objectives

Main Objectives

Bulleted list of course objectives

Next Steps

▶ *Bulleted list of action items (source content due, schedule Gaps & Clarifications meeting, etc.)*

THANK YOU

We look forward to partnering with you!