

# THE PROCESS: Course Development

## Plan The Build, Build The Plan.



**STAKEHOLDERS**  
SMEs - P.O.C. - LVPs



**SUBJECT MATTER EXPERT - SME**  
Information Point-of-Contact



**TRAINING MANAGER**  
Oversees Team



**TECHNICAL WRITER**  
Compiles Course Text



**CURRICULUM DEVELOPER**  
Creates Course & Method



**COURSE BUILDER**  
Builds Course



**MEDIA DESIGNER**  
Creates Images, Videos, Support Docs & Narration



**LMS ADMIN**  
Manages LMS & Assignments

Course Development will not start until ALL CONTENT has been submitted from STAKEHOLDERS & SMEs. CONTENT includes documentation, text, images, surveys, interviews, forms, PDFs, DOCs, login credentials, videos, links, etc.

### DEFINE & ANALYZE

**STEP 1**  
Training Request Form Completed & Submitted



**STAKEHOLDERS**

**STEP 2**  
**TRAINING KICKOFF MEETING**  
ALL PARTIES  
Course Objectives & Information



**STEP 3**  
**TRAINING TEAM DEVELOPMENT MEETING**  
Course Objectives • Needs Analysis • Job/Task Analysis  
Target Audience Analysis • Training Gap Analysis  
Instructional Methods • Context Analysis  
Content Collection • Launch Date • Delivery Methods



### COURSE DESIGN & METHODOLOGY

**STEP 4**  
Gathers & Creates Technical Content  
**Course Outline**



**TECHNICAL WRITER**

**STEP 5**  
**Course Outline**  
Present to Stakeholders & SME  
Content Approval



**TECHNICAL WRITER**



**STAKEHOLDERS**

**STEP 6**  
**Course Outline**  
Content & Content  
Gather Words & Image Concepts



**TECHNICAL WRITER**

**STEP 7**  
**Course Outline**  
Final Check to Stakeholders  
Final Changes



**TECHNICAL WRITER**



**STAKEHOLDERS**

**CUT OFF FOR ALL CONTENT CHANGES!**

If any changes or revisions after this point, then new launch date will be adjusted.

### COURSE DEVELOPMENT & BUILDING

**STEP 8**  
Course Development Team Meeting  
Task Assignments - Deadlines Set



**TECHNICAL WRITER**



**CURRICULUM DEVELOPER**



**COURSE BUILDER**



**MEDIA DESIGNER**



**LMS ADMIN**

**STEP 9**  
Finalize Course Outline  
Edits & Changes



**CURRICULUM DEVELOPER**



**COURSE BUILDER**

**STEP 10**  
Course Development  
Build Course & Slides  
Captivate, PPT, PDF



**COURSE BUILDER**

**STEP 11**  
Asset Development  
Images - Videos  
Narration



**MEDIA DESIGNER**

### TEST & IMPLEMENT

**STEP 12**  
Alpha Test  
Course on LMS to Stakeholders



**STAKEHOLDERS**



**LMS ADMIN**

**STEP 13**  
Alpha Edits  
Changes Applied



**COURSE BUILDER**



**MEDIA DESIGNER**

**STEP 14**  
Beta Test  
Assign Sample Beta-Testers



**BETA TESTER GROUP**

**STEP 15**  
Beta Edits  
Changes Applied



**LMS ADMIN**

**STEP 16**  
Final Edits & Approval  
Sign-Off w/ Signatures



**STAKEHOLDERS**



**LMS ADMIN**

**STEP 17**  
Pre-Deployment Meeting  
Course Assignments  
Certificates • Duration



**MANAGER**



**TECHNICAL WRITER**



**CURRICULUM DEVELOPER**



**COURSE BUILDER**



**MEDIA DESIGNER**



**LMS ADMIN**

### EVALUATE & DOCUMENT

**STEP 19**  
Course Edits • Lessons Learned



**STAKEHOLDERS**



**SUBJECT MATTER EXPERT - SME**



**TRAINING MANAGER**



**TECHNICAL WRITER**



**CURRICULUM DEVELOPER**



**COURSE BUILDER**



**MEDIA DESIGNER**



**LMS ADMIN**

Production Statistics • Approximately 30-60 Total Working Days of Development for 30-minute Course