

COURSE DEVELOPMENT CHECKLIST

COURSE TITLE

SINGLE COURSE or SERIES?

SINGLE COURSE PART OF SERIES

STAKEHOLDER/POINT-OF-CONTACT INFO SUBMITTED

SUBJECT MATTER EXPERTS/SMES

SME#1 - INFO SUBMITTED
 SME#2 - INFO SUBMITTED

COURSE OBJECTIVES

List what the Learner will accomplish (Bloom's Taxonomy).

TRAINING MATERIAL SUBMISSION

Any/All current training material submitted.

NEEDS ANALYSIS

Identify the gap between Actual vs. Desired Knowledge, Skills & Abilities (KSA).

TARGET AUDIENCE ANALYSIS

Learner's current and desired target skills.

WEBSITE LINKS/ACCESS

List Any URL links to websites with login credentials if we need screenshots.

COURSE KBQ/QUIZ?

If so, provide questions & answers.

TARGET DELIVERY

Who gets course enrollment?

QED Employees Only
 New Hires Only (Onboarding)
 QED Employees & Subcontractors
 Job Specific _____
 NPA Only
 other _____

COURSE DELIVERY TYPE

e-Course
 In-Person
 Hybrid (e-Course & In-Person)
 3rd Party Links & Uploads

COURSE CERTIFICATION DURATION

No Certificate
 Certificate Forever
 6 Months & reenroll 30-day prior
 12 Month & reenroll 30-day prior