

THE PROCESS: Course Development

Plan The Build, Build The Plan.



STAKEHOLDERS
SMEs • POC • VPs



**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**



LMS ADMIN

STEP 18
Final Course
Deployment
on LMS
Assign Course



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