**COURSE DEVELOPMENT**

**I. ANALYSIS**

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| ***MEETING 1:**** *Needs Assessment / planning meeting with stakeholders*
	+ *Discuss each component interview-style*
* *Provide Bloom’s Taxonomy graphic to consumer to guide discussion*
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| **Describe the learner** |
| Roles  |  |
| Responsibilities |  |
| Learners’ background, beliefs, culture, experiences |  |
| Training background |  |
| Current training opportunities |  |
| Current performance |  |

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| **Describe the problem** |
| What are the pain points? |  |
| Example Scenario |  |
| Example Scenario |  |
| What do you want the learner to know and be able to do? |  |
| Problem Statement |  |

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| **Learner Motivation** |
| Why should the learner want to complete the course? |  |
| How exactly will this course help the learner do their job better? Is the connection immediate? |  |
| What’s in it for the learner?How does motivation for learner differ from motivation for leadership? | Leadership[ ]  Onboarding[ ]  Policy[ ]  Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Individual Learner[ ]  Continuing ed[ ]  To improve skill[ ]  Gap in knowledge[ ]  Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

*Factors: immediate relevancy, self-direction, problem-solving exercises/case studies*

**II. DESIGN**

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| **Level of Learning: Bloom’s (Revised) Taxonomy\*** |
| **Level** | *Examples* | Notes |
| **Remember** | *facts, definitions* |  |
| **Understand** | *interpreting facts/data/graphs, free response questions – with errorless check (cannot be used on final quiz)* |  |
| **Apply** | *decision-making for case studies, scenarios – simple or branched* |  |
| **Analyze** | *organizing information by classifying, categorizing, differentiating information* |  |
| *Evaluate (offline in workplace)* |  |
| *Create (offline in workplace)* |  |

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| ***INTERNAL DEVELOPMENT**** *Relevance to Learner completed by course developer prior to next meeting utilizing information from Analysis stage and content provided by consumer*
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| **Relevance to Learner** |
| The Problem / Issue |  | The Strategy |  |
| **By the end of this course, the learner will be able to:** |
| Objective 1: |  |
| Objective 2: |  |
| Objective 3: |  |

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| ***MEETING 2:**** *Development meeting with consumer*
* *Determine deadlines for resource submission to developer*
* *Determine meeting schedule for course revision cycle*
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| **Identify Resources** | **Provided by:** |
| Script / PPT |  | Point Person:Deadline: |
| Task analysis of procedures |  | Point Person:Deadline: |
| Documents to reference / download |  | Point Person:Deadline: |
| Videos\* |  | Point Person:Deadline: |
| Case Examples |  | Point Person:Deadline: |
| Company logos / design templates |  | Point Person:Deadline: |

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| **User Experience** |
| Course length\* |  | Navigation | [ ]  Forced [ ]  Free |
| Play bar features |  [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  |
| Table of Contents |  [ ]  Click on any slide [ ]  Click on visited slides only |
| Closed captions / transcript\* |  |
| Other accessibility considerations |  |

*consider Adult Learning Theory*

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| **Course Assessment** |
| Include pre-test? | [ ]  Yes[ ]  No | Quiz Pass Rate |  | Number of retries |  |
| User feedback on knowledge checks | [ ]  Incomplete [ ]  Correct [ ]  Incorrect [ ]  Incorrect with Hint (Errorless) |
| User feedback on quiz | [ ]  Incomplete [ ]  Correct [ ]  Incorrect  |

**III. DEVELOPMENT**

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| ***INTERNAL DEVELOPMENT**** *Follow agreed-upon timeline*
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**IV. IMPLEMENTATION**

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| **Publishing Settings** |
| Publishing | **Show as Pop-Up**[ ]  SCORM 1.2 [ ]  SCORM 2004 (Edition: \_\_\_\_) [ ]  Expiration date: |
| LMS Access\* | # of Users |  | Length of access |  |

**V. EVALUATION**

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| **Feedback** |
| What information will the consumer provide? | Technical Issues | Source: |
| Course Reports | Source: |
| Participant Feedback | Source: |
| When will the consumer provide this information? | Frequency |  |
| End Date |  |
| When will the developer provide updates? | Frequency |  |
| End Date |  |