**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* |

**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 |  |