

Design It Outline

INSTRUCTIONAL STRATEGY

- ❑ **Create Course Map** (storyboard)
 - Define modules
 - Serves as high-level outline of content outline
- ❑ **Create Content Outline**
 - Gather information regarding content
- ❑ **Create Activities**
 - Activity name
 - Activity type
 - Learning objective for activity
 - Content scope
 - Tools
 - Examples needed
 - Feedback strategy
- ❑ *Determine media requirements*
 - *Develop scripts, blocking, and schedule production*
- ❑ *Review and adopt training materials standards*

ALPHA USABILITY TEST

- ❑ **Plan alpha usability test**
- ❑ **Conduct alpha usability test**
 - Results & recommendations

EVALUATION INSTRUMENT

- ❑ **Plan evaluation / measurement tools and methods**

DELIVERABLE SCHEDULE

- ❑ **Create implementation timeline**
 - Implementation schedule
 - TOT design requirements
 - Training maintenance plan
- ❑ **Create logistics timeline**
 - Logistics
 - Resource requirements
 - Site requirements

PROJECT MANAGEMENT

- ❑ Conduct kick-off meeting
- ❑ **Create communication plan**
- ❑ Control project work throughout each phase