



Project Plan - Program Development Process

Phase	Major Tasks	Milestone Sign-off
Initiation	Champion Identification Consultant Onboarding Communications/ Finance Topic Identification Estimation of Scope Begin continuous Audience Analysis & corporate culture	
Mobilisation	Situation Vision (Champion & Stakeholder) Training Needs & Analysis – ‘Why’ Questions Mission Program Topic Identification Identification of Project Resources	Champion Stakeholder MOU
Kick Off	Assembly of all players Project Plan Presented – comms – schedule of events – expectations and pers job descriptions	
Learning Objectives	Learning Objectives (LOs) Blooms Taxonomy What has to be learned to what level	Champion - SME Stakeholder -Sign off
Content Creation Plans	Motivation – Audience World View - Skill Foundation – Andragogical Principles – Essential Questions Delivery Platforms For Each LO Story board – Drills – Assessment tools	Champion - SME Stakeholder -Sign off
Content Construction	Course assembly	Demo course to stakeholders champion- OK'd of for Beta
Beta	Tweak Delivery - Feedback loop to LO's	Confirm LOs though Beta Assessment
Pilot	Tweak Delivery Feedback loop to LO's	Confirm Los though Pilot Assessment Course Deployment Sign off
Deployment	Corporate info of Deployment on platform(s)	
Maintenance	Schedule of review and procedures in place for edits	