Georgia Tech | Research Institute

.Organizational Development

e-Learning
Project Management Document

Lesson title here

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.Version I

e-Learning Project Management Document

Project Scope

Purpose :

This document provides a comprehensive view of the (eLearning) training

Goal:

The goal of the training activity is to**…**

Audience:

Development Considerations

Design Time and Milestones

The complete design and development will take approximately **(insert development time here**). The Organizational Development Consultant will work with the client team to finalize the design plan and project management document; including a draft of the e-learning template, by **(insert date here)** SMART objectives aligned with the learner competencies and a draft of the e-learning template will be approved by the client team by **(insert date here).**

- Milestone 1: Design and Project Management documents finalized
- Milestone 2: Content Outline Storyboarding
- Milestone 3: Peer Review
- Milestone 4: Pre-Clearance Review
- Milestone 5: Lesson Development in Authoring Tool
- Milestone 6: Editorial Review
- Milestone 7: Organizational Development Final Quality Assurance
- Milestone 8: Pilot testing
- Milestone 9: Lesson Launch

Training Material/Components:

Materials to be developed include using e-Learning best practices:

- e-Learning with Responsive Design (Screen conforms to screen size of mobile device)
- Frequently Asked Questions (FAQs) sheet
- At a minimum, one scenario
- Knowledge Checks/Post-test questions
- Job aids, (as required)

Involvement:

Project Development Team:
(insert development team here)

Timeline Considerations:

Several factors must be taken into consideration when developing a timeline for lesson development.

Content:

The following content features must be considered when determining a feasible timeline:
- The status of the content materials (Have they been updated, finalized, approved, and cleared for external use?)
- The quality of the content materials (Is the content organized and succinct?)
- The extent of creativity in the instructional design (Branching simulation or role play, game design, etc.)
- The creation or modification of multimedia elements, including video, audio, captioning, custom graphics, and animation

Review Process:

During the design phase, the L&D Consultant will send the storyboards to the POC for review and return with comments or corrections. The review process is iterative, with lessons or other segments of the lesson being sent for review as they are completed. **Any delay on the reviewers' part may result in an adjustment in the timeline.** Once lesson development begins, any significant changes will result in an adjustment to the timeline. Therefore, it is critical that all content and design elements be approved as early as possible.

Agreement:

Once the POC agrees to the timeline, both parties agree to adhere to the schedule to the best of their abilities. For this reason, if circumstances arise that delay the project (i.e., SME is unable to review the product within one week of receiving), Organizational Development will place the lesson on hold until the necessary feedback and review cycle can be resumed.

Organizational Development will provide adequate notice to the client to encourage the continuation of the lesson and notify the client when the lesson is at risk for being placed on hold. Once a lesson is removed from the hold position, a new timeline will be created to reflect the updated project development goals and give the instructional designer time to re-orient to the product.

LESSON TIMELINE

e-Learning Tasks	Involvement	Estimated Completion Date	Final Completion Date
Generate initial e-learning plans and ideas			
Kick-off Meeting			
Project Management document created and delivered to client for review			
Design document created and delivered to client for review			
Design document returned by client with revisions			
E-learning template drafted			
Template given to delivered for review			
Milestone 1: Design and Project Management documents finalized			
Multimedia elements identified for development			
Initial review by client team			
Storyboards completed for client initial review			
Client review and edits/requests for changes received from client			
Milestone 2: Storyboard complete			
Milestone 3: Peer Reviews			
Milestone 4: Pre-Clearance Review			

Lesson developed in authoring tool and completed for client review			
e-learning returned to developer with edit requests from client			
Milestone 5: Lesson developed in authoring tool			
Milestone 6: Editorial review complete, revisions incorporated			
Milestone 7: Pilot test conducted			
Milestone 8: Final Quality Assurance			
Milestone 9: Legal/Clearance process completed, edits requests submitted to designer, if needed; Center level signoff/Product approval			
Milestone 10: Launch Lesson			

Formative Evaluation

Organizational Development will conduct a peer review prior to pilot testing to provide input on design and content. Pilot Testing will assess whether objectives are met, as well as provide the target audience an opportunity to express any concerns regarding the product. This will allow time for the design team to revise the product as necessary before the final sign-off. In addition, peer reviews by members of the Organizational Development team will be conducted periodically during the development of the product to assess functionality and ensure the use of instructional and visual design best practices.

The suggested timeframe is approximately 2 weeks from the time the content has been developed and cleared by Organizational Development. However, if time is limited, the evaluation may be done simultaneously with Organizational Development clearance/legal.

For the pilot test, Organizational Development recommends an assessment strategy tied to the following Kirkpatrick's evaluation levels to occur prior to the completion and distribution of the final product. The use of these evaluation tools will allow us to identify and resolve any potential issues with the product prior to learner engagement.

Satisfaction Questionnaire – Kirkpatrick Level 1 :: Reactions

A Level 1 survey captures the learners' overall reaction and satisfaction with the learning experience. Information gained from this type of assessment provides a glance at initial impressions from the learner and aids in the improvement and finalization of the training. The designer recommends a survey based on a Likert scale that can be sent to participants electronically or taken online.

Training Assessment – Kirkpatrick Level 2 :: Learning

A Kirkpatrick Level 2 assessment moves beyond assessing the learner's satisfaction with the product and observes the changes in a learner's knowledge as a result of the training. Pre- and posttests will be administered during pilot testing. The post test administered during pilot testing will differ from the post test of the final lesson.