

eLearning Course Development Responsibilities

Content Expert/Course Leader Responsibilities:

- Define the course requirements
- Develop the course outline
- Write the storyboard
- Sign off on the content approval form
- Approve the final design plan
- Provide any auxiliary materials; documents, forms, etc.
- Arrange for course testers; alpha test and beta test
- Approve the final course design
- Advertise the course
- Lead the evaluation/maintenance team

Creative Learning and Knowledge Resources Project Manager Responsibilities:

- Provide content development coaching, if needed
- Provide instructional design assistance and feedback during storyboard development, as needed.
- Lead the project planning team
- Use the storyboard to develop the course, with the project team
- Create the alpha version of the course
- Incorporate changes based on alpha test feedback
- Create the beta version of the course
- Incorporate changes based on beta test feedback
- Put the course in its final location; either on-line, provide to customer, or put in DOI LEARN
- Provide course evaluations to customer at designated time
- Incorporate changes suggested by evaluation/maintenance team