A picture containing text, table, indoor, computer

Description automatically generated

E-LEARNING

**PROJECT**

**PLAN**



OVERVIEW

Type here

Type here

Type here

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**Objectives**

**Audience**

**Course Title**

**Business Goal**

**DELIVERABLES**

Text



State any constraints that might impact the project timeline.

List any deliverables others are responsible for (e.g. Provide the following resources: branding guide, PPT slides, existing course link, resource documents).

List all deliverables you’re responsible for (e.g. Design and develop a Storyline 360 course on [title], create a printable job aid on how to [topic]).

**E-Learning Designers**

**SMEs/Stakeholders**

Text

**Possible Constraints**

**TEAM**



**Subject Matter Experts**

**Project Stakeholders**

**E-Learning Designers**

Name

Email

Role

Name

Email

Role

Name

Email

Role

Name

Email

Role

Name

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Role

Name

Email

Role

**TIMELINE**

**E-Learning Designers**

**Project Reviewers**

Upload to server by [date]

Promote course by [date]

Send Final output by [date]

Test course by [date]

Submit feedback by [date]

Submit feedback by [date]

Approve by [date]

Submit feedback by [date]

Submit feedback by [date]

Submit feedback by [date]

Test course by [date]

Make final edits by [date]

**Testing/QA**

1st draft by [date]

2nd draft by [date]

1st draft by [date]

1st draft by [date]

2nd draft by [date]

Final draft by [date]

**Delivery**

**Development**

**Prototype**

**Storyboard**

**IMPACT**



Describe how you’ll determine the project’s success.

**Success Measures**

**Notes**

Type any other pertinent information that needs to be communicated here.