

### E-LEARNING DEVELOPMENT TASK AND RESPONSIBILITY ALLOCATION

Using the ADDIES model, here is a list of typical tasks associated with an e-learning project. To help ensure clarity of role and effort, discuss this checklist at the start of an e-learning project. Place an 'X' to allocate tasks responsibilities or ownership.

TASK	SUBJECT MATER EXPERT	INTERNAL E-LEARNING MANAGER	EXTERNAL E-LEARNING PROVIDER
<b>ANALYSIS</b>			
Undertake learning needs analysis			
Define broad instructional/multimedia approach			
Define learning objectives/outcomes			
Define assessment/evidence requirements			
Allocate and manage budget			
Write, distribute & assess Request for Tender			
Kick off meeting			
Manage communication & change (throughout)			
Manage the project (throughout)			
<b>DESIGN</b>			
Develop the design brief			
Sourcing of content, graphics, multimedia etc			
Chunk & sequence content (to determine what's in & what's out)			
Keeper of corporate & editorial style			
Storyboarding			
Visual elements design			
Assessment design			
Small test course for early LMS testing			
<b>DEVELOP</b>			
E-Learning production (alpha - version 1)			
User group pilot & collation of feedback			
Change request			
Edit & reproduce (beta - version 2)			
Course description and metadata for LMS			
LMS publishing and testing			
Sign-off			
<b>IMPLEMENT</b>			
Communication to staff			
Integration of course with existing subject artefacts, processes etc			
Course enrolment			
Project closure report			

TASK	SUBJECT MATER EXPERT	INTERNAL E-LEARNING MANAGER	EXTERNAL E-LEARNING PROVIDER
<b>EVALUATE</b>			
Monitoring of formal and ad-hoc feedback			
Monitoring of course completion & action follow-up			
Evaluation of application of new knowledge/skill into the workplace			
<b>SUSTAIN</b>			
Testing of course functionality each time IT operating environment changes (e.g. Flash, Browser updates)			
Regular reviewing of course content for accuracy, change of terms or language, broken URL links etc			
Enhancement of e-learning design e.g. could design and accessibility improvements be made			
Retirement of redundant course			