ZENSAI

eLearning Project Management

What to consider before starting your
eLearning course development.

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Project Overview

Purpose
Identify the main objectives and desired outcomes that the course aims to achieve.

Framing
Define the course's learning goals and learning objectives so that they align with your business goals. Get an overview of your target group and their learning preferences.

Production
Get clarity about the requirements for the product and an overview of which tools must be used in the development.

Roll-out and maintenance
Determine how the course will be launched and who will be responsible for maintaining it.

1**.** Main objectives

Note down the main objectives and desired outcomes that the course aims to achieve.

2**.** Learning goal and learning objectives

Note down the learning goal and learning objectives.

3**.** Target group

Short description of the target group for the course.

4. Requirements and content

Note down the requirements for the course (languages, accessiblility, etc.) and get an overview of the content that needs to be produced.

5. Roles and maintenance

Who is part of the project and who will maintain the course?

6. Important dates

Note down important dates like milestones, test, and launch.

7. Other notes