

Type of Project **PROJECT Name**



OVERVIEW



Business Goal

Type here

Course Title

Type here

Audience

Type here

Objectives

Type here

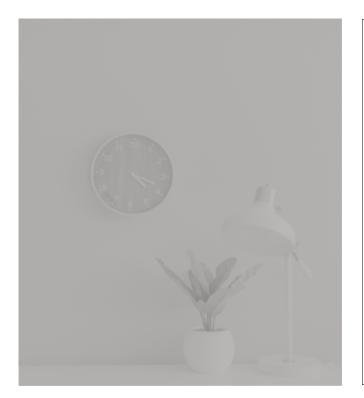
DELIVERABLES

E-Learning Designers

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]).

SMEs/Stakeholders

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



Possible Constraints

State any constraints that might impact the project timeline.

TEAM

Subject Matter	Project	E-Learning
Experts	Stakeholders	Designers
Name	Name	Name
Email	Email	Email
Role	Role	Role
Name	Name	Name
Email	Email	Email
Role	Role	Role
Name	Name	Name
Email	Email	Email
Role	Role	Role



TIMELINE

	E-Learning Designers	Project Reviewers
Storyboard	1 st draft by [date] 2 nd draft by [date]	Submit feedback by [date] Submit feedback by [date]
Prototype	1 st draft by [date]	Submit feedback by [date]
Development	1 st draft by [date] 2 nd draft by [date] Final draft by [date]	Submit feedback by [date] Submit feedback by [date] Approve by [date]
Testing/QA	Test course by [date] Make final edits by [date]	Test course by [date]
Delivery	Send Final output by [date]	Upload to server by [date] Promote course by [date]

IMPACT

Success Measures

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

Notes

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

