



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 Experts

Project Stakeholders

E-Learning Designers

Name
Email
Role

Name
Email
Role

Name
Email
Role

Name
Email
Role

Name
Email
Role

Name
Email
Role

Name
Email
Role

Name
Email
Role

Name
Email
Role



TIMELINE

E-Learning Designers

Project Reviewers

Storyboard

1st draft by [date]
2nd draft by [date]

Submit feedback by [date]
Submit feedback by [date]

Prototype

1st draft by [date]

Submit feedback by [date]

Development

1st draft by [date]
2nd 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.

