

**eLearning Project Plan Template**

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| eLearning Project information | |
| Project Information | Describe the background of your project. |
| Resources(s) | List the project team, designers, developers and any other resources you will use, e.g., videographers. |
| Subject Matter Expert(s) | List any subject matter experts and other business contributors. |
| Stakeholder(s) | List any project stakeholders, such as business unit managers. |
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| Milestones | |
| Milestone 1: | Date |
| Milestone 2: | Date |
| Milestone 3: | Date |
| Milestone 4: | Date |
| Milestone 5: | Date |
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| Course information | |
| Course Name | Course Title |
| Course Purpose | Describe the need that the course addresses. |
| Target Audience | List/describe the target audience. |
| Learning Objectives | — Learning Objective  — Learning Objective  — Learning Objective |
| Content Output | Describe the items to be delivered/created by this project, e.g., responsive, self-paced eLearning course. |
| Out-of-Scope Content | Describe any other items to be created outside the scope of this project. |
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| Developmental Process | |
| Learning Content | List any content/resources to be used for course development. |
| Course Reviewers | List the individuals responsible for reviewing the course. |
| Project Constraints | List any constraints/risks that threaten delivery of the course. |
| Describe how the effectiveness of the course will be measured. |