Standard Lesson Development Process

Project timeline begins when signed purchase order and SOW are received.

Initial Planning and Configuration

Interative Development Process (repeating for each lesson)

Draft B Review

Finalization and Delivery

TRAINING DESIGN GROUP

- Create technical specifications

PROJECT MANAGER

- Set up Teamwork site
- Manage budget and timeline, onboard new contractors to administrative tools and requirements, own Teamwork site, weekly status reports to account manager and for client leadership

ACCOUNT MANAGER

- Request all source material and templates from client
- Lead Internal kickoff
- Lead client kickoff
- Recruit and staff project
- Ongoing: Maintain client relationship, manage client expectations, work with client to remove and address barriers or obstacles, manage risk
- Kick off Draft B Review
- Manage client expections
- Manage project scope issues
- Formally communicate final delivery

INSTRUCTIONAL DESIGNERS

- Develop: objectives and HLD, including IP references and initial graphic requirements (IGR) from TNA
- HLD
- IGR
- Develop Draft A PPT
- Develop Image Request (if necessary for anything not already developed)
- Design / I/P Review
- Make Revisions
- Final Draft A
- Submit Draft A presentation and secondary graphic requirements to SME
- Draft A with revision list
- Review feedback and determine feasibility
- Make revisions and add secondary illustrations and animations
- Draft B
- Design/IP Review
- Make revisions to Draft B presentation
- Review feedback and determine feasibility
- Incorporate copyedits
- Copyedit
- Text revisions
- Incorporate revised visuals
- Final QA
- Final Version

ID LEAD

- Gap analysis of source content
- Create content map of source to lessons
- Content map
- Customize template notes pages for prototype
- *Go through development process to create technical module and presentation for prototype lesson*
- Adjust all LD resources based on prototype feedback
- Checklists for each LD deliverable
  - Style guide
  - Standards
  - Teamwork Task descriptions
- Assign lessons to LDs, resources (style guide, templates, standards, checklists)
- Add IGR items to Visual Assets Catalog (VAC)
- *[Manage production of illustrations]*
- Update HLD
- Visual QA and adjustment
- Change spreadsheets
- Determine change feasibility and create change spreadsheets
- Final Draft B presentation

CREATIVE DIRECTOR

- Gap analysis of source content
- Customize template for prototype
- PPT templates
- Revise templates
- *Go through development process to create visuals for prototype lesson*
- Adjust templates and Production resources based on prototype feedback
- QA illustrations - accuracy & design
- Review feedback and determine feasibility
- *[Manage production of illustrations]*
- QA illustrations - accuracy & design

QA

SME

- Complete the Technical Document Reference columns on the Task & Syllabus tab of the Training Specificaqtion spreadsheet
- Review and provide feedback on HLD and IGR
- Review visual assets and provide feedback
- Review and provide feedback on Draft A and details for secondary image requests
- Review and provide feedback

CLIENT CURRICULUM DEV

- Send templates and existng source material
- Send outstanding resources
- Review template and provide feedback

PRODUCTION

- Create / modify first round of schematics and illustrations
- Modify schematics and illustrations
- First Draft Lesson V Assets
- Modify schematics and illustrations
- Final Initial Set Lesson Visual Assets
- Develop secondary images
- Revise secondary images
- Final set secondary visual assets
- Revise visuals