

Online Course Development Plan

Course Description

Course Name & Number:	
Course Description:	
Course Starting Date:	
Instructor/Facilitator:	
Number of Students:	

Overall Online Course Development Timeline

Important Project Meetings & Milestones	Analysis, Development, & Deliverables	Project Phase & Notes
Schedule initial with EC Online Learning Course Developer and/or Team	<i>Analysis:</i> <ul style="list-style-type: none"> • Conduct course content analysis. • Review current course syllabus & online syllabus template. • Review current curricular approaches and forms of assessment. 	Analysis Phase
Schedule meeting with PEC Online Learning Course Developer and/or Team to discuss and establish the course development plan.	<i>Analysis & Development:</i> <ul style="list-style-type: none"> • Collaboratively work with PEC team to construct a timeline for design and development of the online course. • Review and/or develop course goals & objectives. • Review and/or develop course modules or units of instruction. • Discuss Course Assessment Plan <i>Deliverables:</i> <ul style="list-style-type: none"> • Sign timeline agreement. 	Planning Phase
Submit course developed deliverables to PEC Online	<i>Deliverables:</i> <ul style="list-style-type: none"> • Course goals & objectives 	Development Phase

Learning Course Developer and/or Team	<ul style="list-style-type: none"> • Course content (i.e. modules or units of instruction.) • Course assessment methods 	
Schedule meeting with PEC Online Learning Course Developer and/or Team to design & develop course content.	<p><i>Development:</i></p> <ul style="list-style-type: none"> • Collaboratively design & develop 1-2 course units of instruction <p><i>Deliverables:</i></p> <ul style="list-style-type: none"> • 1-2 course units of instruction 	Development & Design Phase
Develop & Submit course content to PEC Online Learning Course Developer and/or Team.	<p><i>Deliverables:</i></p> <ul style="list-style-type: none"> • All units of instruction & course assessments are delivered to PEC. • PEC Online Course Developer and/or Team reviews and/or assist in implementation of all course content & assessments. 	Implementation Phase
PEC Online Learning Course Developer and/or Team will work with instructor to review and evaluate course content prior to it going live. (May or may not require meeting)	<p><i>Analysis:</i></p> <ul style="list-style-type: none"> • Review all course content using the PEC Online Course Evaluation Checklist (this is provided by PEC and completed in conjunction with instructor) <p><i>Deliverables:</i></p> <ul style="list-style-type: none"> • Signed PEC Online Course Evaluation Checklist 	Evaluation & Quality Assurance Phase
Instructor completes survey evaluating PEC Online Learning Course Developer and/or Team	<p><i>Deliverables:</i></p> <ul style="list-style-type: none"> • Completed evaluation survey for PEC Online Learning Course Developer and/or Team 	Evaluation of PEC Phase
Assigned To:		

Overall Course Goals

A broad statement that describes the intended direction toward which you hope learners will move. It explains how the course will satisfy the intended business need.

**Course goals are clearly defined and aligned to learning objectives.*

At end of course students will be able to:

Course Content Planning – Primary Topics/Skills

- List the major topics/skills that should be taught in the course.
- Begin to development measurable learner objectives for each topic.
- Identify the time learners will spend on each topic/skill.
- Sequence the topics in the order they should be presented.

Major Course Topic/Skills	Learning Objectives within Topic	Time	Sequence

Course Strategies Planning/Ideas – Primary Topics/Skills

- Identify the Learning Objectives developed and how and where these objectives will be assessed
- How will the instructor provide instruction?
- How will learners be assessed? Is this directly linked to learning objective?
- Jot down notes regarding time and sequence of learning activities.

Learning Objectives & Activities	Description of Instructional Strategies	Form of Assessment	Time/Sequence Notes

Course Blue Print

- Create an outline for Student Tasks for each unit of instruction
- Identify which learning objectives this will allow the student to satisfy
- Identify the course learning activities (i.e. what will the student do?)
- How will the student be assessed? Also, what needs to be created, if anything, to accomplish the assessment?

Unit Student Tasks	Specific Learning Objectives	Learning Activities	Assessments & Needs