

**Learning Development Checklist**

The following is a high-level, generalized list of items to help ensure your learning courses are developed according to the ADDIE model. Review each item before launching the course. *(Modify this checklist to fit your instructional situation/methodologies.)*

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|  | **Analysis Phase** |
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|  | **1. Learning Objectives Alignment**: Ensure learning objectives are clearly defined and aligned with organizational needs. |
|  | **2. Audience Analysis**: Verify that the target audience's technological access, skill levels, and learning preferences have been considered. |
|  | **3. Platform Compatibility**: Confirm that the course will work on the intended Learning Management System (LMS) or delivery platform. |
|  | **4. Learning Environment**: Consider learners' access to resources (internet speed, devices) and ensure compatibility. |
|  | **5. Skills Gap Identification**: Verify that the course addresses key skills gaps or knowledge deficits. |
|  | **6. Stakeholder Consultation**: Ensure stakeholder feedback was incorporated during the analysis phase. |
|  | **7. Learner Accessibility Needs**: Review any specific accessibility requirements, such as screen readers or alternative text. |
|  | **8. Existing Materials Assessment**: Confirm that any pre-existing learning materials have been reviewed for integration or updates. |
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|  | **Design Phase** |
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|  | **9. Storyboard Creation**: Ensure a detailed storyboard or blueprint of the course was developed. |
|  | **10. Course Flow and Structure**: Confirm the course has a logical structure and flow, facilitating easy navigation. |
|  | **11. Content Chunking**: Verify that content is broken into manageable sections to avoid cognitive overload. |
|  | **12. Interactivity Design**: Ensure interactive elements (quizzes, drag-and-drop, scenarios) are included. |
|  | **13. Multimedia Integration**: Confirm that multimedia (video, audio, animations) is effectively integrated to enhance learning. |
|  | **14. Assessment Strategy**: Ensure appropriate formative and summative assessments are included. |
|  | **15. Instructional Strategies**: Confirm that various instructional strategies (simulations, case studies) are incorporated. |
|  | **16. Navigation Clarity**: Verify that navigation through the course is intuitive and learner-friendly. |
|  | **17. Visual Design Consistency**: Ensure all visual elements (fonts, colors, layout) are consistent and visually appealing. |
|  | **18. Interactive Feedback**: Verify that learners receive immediate, meaningful feedback in interactive components. |
|  | **19. Progress Tracking**: Confirm that the LMS can track learner progress and completion. |
|  | **20. Accessibility Standards**: Ensure the course meets WCAG or other relevant accessibility standards. |
|  | **21. Mobile Compatibility**: Verify that the course functions properly on mobile devices. |
|  | **22. Voiceover and Narration**: Ensure any voiceovers or narration are clear, professional, and well-paced. |
|  | **23. Engagement Plan**: Confirm that methods are in place to maintain learner engagement throughout the course. |
|  | **24. Gamification Elements**: If used, ensure that gamification elements (badges, points) are aligned with learning objectives. |
|  | **25. Cultural Relevance**: Verify that all content is culturally sensitive and relevant to a global audience. |
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|  | **Development Phase** |
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|  | **26. Course Content Development**: Ensure that all multimedia, activities, and assessments have been developed. |
|  | **27. Quality Assurance Review**: Verify that the course content has been reviewed for accuracy and consistency. |
|  | **28. Technical Testing**: Confirm the course functions correctly on all platforms (LMS, mobile, desktop). |
|  | **29. SME Review**: Ensure subject matter experts have reviewed and approved the final content. |
|  | **30. Language and Grammar Check**: Review for spelling, grammar, and language accuracy. |
|  | **31. Content Adaptation**: Ensure content is adapted to various learning styles (visual, auditory, kinesthetic). |
|  | **32. Compliance with Standards**: Verify compliance with SCORM, xAPI, or other e-learning standards as required. |
|  | **33. Video and Audio Quality**: Confirm all multimedia elements are high-quality and load quickly. |
|  | **34. User Experience Testing**: Conduct usability testing to identify any navigation or engagement issues. |
|  | **35. Mobile Responsiveness**: Test the course on different devices and browsers for compatibility. |
|  | **36. Final Pilot Test**: Conduct a full pilot test with a sample of the target audience to gather feedback. |
|  | **37. Backup Plans for Errors**: Prepare troubleshooting guides or FAQ sections for learners encountering technical issues. |
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|  | **Implementation Phase** |
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|  | **38. LMS Integration**: Verify that the course is appropriately integrated into the LMS and accessible by all intended users. |
|  | **39. Learner Support Availability**: Ensure learner support is in place (helpdesk, FAQ). |
|  | **40. Launch Readiness**: Confirm that all elements are finalized and the course is ready for full release. |
|  | **41. Access to Learners**: Ensure learners receive appropriate login instructions or enrollment information. |
|  | **42. Tracking and Reporting Setup**: Verify that learner progress, completion rates, and assessment scores can be tracked. |
|  | **43. Pre-Course Instructions**: Confirm that learners receive clear instructions on accessing and navigating the course. |
|  | **44. Facilitator/Instructor Involvement**: If applicable, ensure facilitators are trained to support learners during the e-learning course. |
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|  | **Evaluation Phase** |
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|  | **45. Formative Feedback Integration**: Ensure that learners can give feedback during the course (e.g., through surveys or discussions). |
|  | **46. Assessment Data Collection**: Verify that learner performance data is being tracked and analyzed. |
|  | **47. Summative Assessment Results**: Review the results of summative assessments to evaluate learning effectiveness. |
|  | **48. Learner Satisfaction Surveys**: Collect post-course surveys to assess learner satisfaction. |
|  | **49. Technical Performance Evaluation**: Evaluate the course's technical performance, including load times and functionality. |
|  | **50. Revise Based on Feedback**: Make necessary adjustments to the course based on learner feedback and assessment results. |
|  | **51. Ongoing Evaluation Plan**: Develop a plan for ongoing monitoring and improvement of the course. |