UNCLASSIFIED

Instructor Led Training (ILT) Development Process The ADDIE model is a five-phase approach to building effective learning solutions

PROCESS	Analyze/ Initiate	Design	Develop	Implement, Pilot, & Execute	Evaluate
ACTIVITIES AT EACH PHASE	 Conduct intake interview with Course Manager & key stakeholders Conduct analysis: Audience, Task, Existing Content, & Resources Determine learning gap (if any) Define scope & propose learning solution Identify risks, dependencies, & timelines 	 Identify course goals & learning objectives Develop evaluation questions/rubrics Organize & sequence content Determine instructional methods: Practical Exercises Video Role Play Scenario Case Studies Determine 508 Accessibility Requirements 	 Collaborate with SMEs to gather content Develop lesson plans Develop exercises & other course materials, including video or other multimedia elements Develop evaluation strategy Stakeholders review & revise Request course code for Learning Management System (LMS) 	 Coordinate course logistics including: Instructors Facilities Technology Requirements Course instruction & facilitation Complete course pilot Revise & finalize courseware as necessary 508 Accessibility Requirements Review 	 Complete Course Evaluation & obtain feedback Develop strategy for course revision, if necessary
SAMPLE	 Needs Assessment Report (as requested) Project Plan/Schedule 	Course Design Guide	Lesson PlansDraft Course Materials	Completed Course MaterialsEvaluationsPost-Pilot Report	 Course Evaluations After-Action Report Annual Curriculum Review
TIMELINE	 Varies depending on project 	Included in the development timeframe	Minimum 40 Hrs.per 1 Hr. ofinstructional time	Varies depending on project	Varies depending on project

Web Based Training (WBT) Development Process The ADDIE model is a five-phase approach to building effective learning solutions

PROCESS	Analyze/ Initiate	Design	Develop	Implement, Pilot, & Execute	Evaluate
ACTIVITIES AT EACH PHASE	 Conduct intake interview with Course Manager & key stakeholders Conduct analysis: Audience, Task, Existing Content, & Resources Determine learning gap (if any) Define scope & propose learning solution Identify risks, dependencies, & timelines 	 Identify course goals & learning objectives Develop evaluation questions/rubrics Organize & sequence content Determine instructional methods: Videos Scenarios Case Studies Infographics Determine 508 Accessibility Requirements 	 Collaborate with SMEs to gather content Develop interactions & other course materials, including video & other multimedia elements Develop evaluation strategy Develope tests & knowledge checks Stakeholders review & revise content Request course code for Learning Management System (LMS) or Moodle shell 	 Coordinate uploading course to LMS Beta Test Test 508 Accessibility Revise & finalize WBT as necessary 	 Complete Course Evaluations & obtain feedback Develop strategy for course revision, if necessary
SAMPLE	 Needs Assessment Report (as requested) Project Plan/Schedule 	Course Design GuideStoryboards	Beta Version of programmed WBT	Finalized WBTEvaluationsPost-Pilot Report	 Course Evaluations After-Action Report Annual Curriculum Review
TIMELINE	Varies depending on project	Included in the development timeframe	 Asynchronous: Expect at least 190 Hrs. per 1 Hr. of instruction Synchronous: Expect at least 140 Hrs. per 1 Hr. of instruction 	Varies depending on project	Varies depending on project