# PROJECT information

|  |  |
| --- | --- |
| **Project Information** | *Describe the background of the project.* |
| **Developer(s)** | *List the course project managers, developer, and designers.* |
| **Subject Matter Expert(s)** | *List any subject matter experts and other contributors.* |
| **Stakeholder(s)** | *List any project stakeholders.* |

# PROJECT MILESTONES

|  |  |
| --- | --- |
| **Milestone Item** | *Date* |
| **Milestone Item** | *Date* |
| **Milestone Item** | *Date* |
| **Milestone Item** | *Date* |
| **Milestone Item** | *Date* |

# COURSE information

|  |  |
| --- | --- |
| **Course Name** | *Course Title* |
| **Course Purpose** | *Describe the issue addressed by this course.* |
| **Target Learners** | *List / describe the target learning.* |
| **Learning Objectives** | 1. *Learning Objective* 2. *Learning Objective* 3. *Learning Objective* |
| **Project Deliverables** | *Describe the items to be delivered / created by this project.* |
| **Out-of-Scope Deliverables** | *Describe any other items to be created outside this project.* |

# Course Development

|  |  |
| --- | --- |
| **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.* |
| **Success Measurement** | *Describe how the effectiveness of the course will be measured.* |

# Other Information

|  |  |
| --- | --- |
| **Other Information** | List any other information. |