OpenSesame Launch date: MM/DD/YY

eLearning Project Plan

	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	WEEK 6	WEEK 7
Plan	**Hold an introductory call to discuss scope of your project or initiative** **Responsible party:** Content provider and you **Description:** Conduct needs analysis and introduction to content provider so they can gain general knowledge about background and scope of your project. **Obtain an overview of content provider's solution and services** **Responsible party:** Content provider and you **Description:** In-depth look into content provider's offering.						
Needs analysis	**Do a learner needs assessment** **Responsible party:** You **Description:** Determine what style and approach of content is the best fit for your organization's culture and learners. **Map content to your competencies/topics** **Responsible party:** Content provider **Description:** Ask the content provider to map content based on your assessment to match courses with your preferences.	**Review** **Responsible party:** You **Description:** Evaluate the courses that the content provider has mapped based on competencies and course style assessment.					
Evaluation		**Involve additional stakeholders (departments, teams, regions)** **Responsible party:** You **Description:** Ask other stakeholders for feedback on course topics and course selections.	**Do additional mapping, refinement of course content** **Responsible party:** You **Description:** Make the necessary adjustments to the course selections based on team feedback.				
Executive proposal			**Present proposal to executive sponsor** **Responsible party:** Content provider/ You and your executive team **Description:** Provide in-depth presentation of content provider's offering to executive stakeholders involved in this project.				
Approval			**Obtain budgetary approvals** **Responsible party:** You **Description:** Finalize # users and choose solution.	**Obtain executive approval** **Responsible party:** You **Description:** Get final project approvals and start procurement process. Executive or sponsor should discuss project with Legal and Procurement teams, as needed.			
Procurement/ signature				**Conduct check-ins** **Responsible party:** Content provider and you **Description:** Hold routine calls to answer any further questions.	**Obtain final signature and kickoff with content provider** **Responsible party:** Content provider and you **Description:** Obtain final signatures on all documents. Schedule kick-off call with content provider.		
Launch							**Courses made available to your learners** **Responsible party:** You **Description:** Depending on your LMS and configuration, this will be your official launch date when learners can begin taking training - whether by assignment or by browsing and self enrolling in training.