

Sample Course Development Sign-Off Template



Sample Course Development Sign-Off Schedule

Course Name:

Date Assigned:

Instructional Designer:

Due Date:

Instructional Design Task / Component	Sign-Off Required	Est. Start Date	Est. Finish Date	Date Completed
Analysis conducted				
Analysis report	<input type="checkbox"/> SME <input type="checkbox"/> Client <input type="checkbox"/> Manager			
Instructional objectives	<input type="checkbox"/> Peer <input type="checkbox"/> SME <input type="checkbox"/> Client <input type="checkbox"/> Manager			
Delivery system or method selected	<input type="checkbox"/> Client <input type="checkbox"/> Manager			
Design plan	<input type="checkbox"/> Peer <input type="checkbox"/> SME <input type="checkbox"/> Client <input type="checkbox"/> Manager			

Sample Course Development Sign-Off Template



Sample Course Development Sign-Off Schedule

Course Name:

Date Assigned:

Instructional Design Task / Component	Sign-Off Required	Est. Start Date	Est. Finish Date	Date Completed
Evaluation plan	<input type="checkbox"/> Client <input type="checkbox"/> Manager			
Practice activities (support objectives)	<input type="checkbox"/> Peer <input type="checkbox"/> SME <input type="checkbox"/> Client <input type="checkbox"/> Manager			
1st draft of participant guide	<input type="checkbox"/> Peer <input type="checkbox"/> SME			
2nd draft of participant guide	<input type="checkbox"/> Peer <input type="checkbox"/> SME <input type="checkbox"/> Client <input type="checkbox"/> Manager			
Final draft of participant guide	<input type="checkbox"/> Peer <input type="checkbox"/> SME <input type="checkbox"/> Client <input type="checkbox"/> Manager			

Sample Course Development Sign-Off Template



Sample Course Development Sign-Off Schedule

Course Name:

Date Assigned:

Instructional Design Task / Component	Sign-Off Required	Est. Start Date	Est. Finish Date	Date Completed
Facilitator guide	<input type="checkbox"/> Peer <input type="checkbox"/> SME <input type="checkbox"/> Client <input type="checkbox"/> Manager			
Visual aids (PowerPoint, wall charts, etc.)	<input type="checkbox"/> Peer <input type="checkbox"/> SME <input type="checkbox"/> Client <input type="checkbox"/> Manager			
Supporting instructional materials (job aids and quick reference cards)	<input type="checkbox"/> Peer <input type="checkbox"/> SME <input type="checkbox"/> Client <input type="checkbox"/> Manager			
Pilot conducted	<input type="checkbox"/> SME <input type="checkbox"/> Client <input type="checkbox"/> Manager			

Sample Course Development Sign-Off Template



Sample Course Development Sign-Off Schedule

Course Name:

Date Assigned:

Instructional Design Task / Component	Sign-Off Required	Est. Start Date	Est. Finish Date	Date Completed
Updates made	<input type="checkbox"/> SME <input type="checkbox"/> Client <input type="checkbox"/> Manager			
Course launched				
Course maintenance schedule determined	<input type="checkbox"/> Client <input type="checkbox"/> Manager			

Initial course development completed.