Developing an intake process as part of project planning for elearning course development

This session will elaborate on the intake process for elearning course development. The ultimate goal of this process is to determine the client's requirements and expectations, and whether they can be accommodated in the overall elearning project schedule. The process also defines what type of product the client can expect to see based upon their budget constraints. The client is advised that the cost of developing elearning is determined in part by the state of the initial content as supplied by the client; this includes both the quantity and quality of the material provided.

The major elements of the process include defining the desired level of content interactivity and identifying the project resources. This will vary depending upon whether the client requires exclusively web-based training, or a blended learning product. Finally, examples of elearning products demonstrating different levels of interactivity will be presented.