The E-Learning Delivery Plan Explained

This is an annotated version of the plan with examples and explanations.

The template offered is not the only way to plan for e-learning facilitation. You are encouraged to build on what you discover in this course, and adapt, enhance, or create your own plan that better fits with the e-learning you are trying to deliver.

In simple terms, make a plan that:
- Clearly states **learning objectives**
- Identifies the **audience** with some info about who they are and what **outcomes they might want** from the course
- Breaks those learning objectives down in to some sort of **meaningful structure and sequence of learning activities** to allow learners to achieve them.
- Includes some sort of indication of **timing**.

Planning for e-learning facilitation *is not* filling in a template like this. In fact, this is just the way you present the results of your planning activities to someone. For actual idea generation and initial planning, try using whiteboards, sticky-notes, notepad and pen, online collaboration tools like Trello, Google Docs or Padlet.

E-Learning Delivery Plan

Course overview	*A reader-friendly overview of the course. Kind of like writing the answer to someone asking "so what's this course about?"*		
Overall course objective	*State the broad objective of the course. What is the learner going to know and be able to do at the end of it?* *Certain skills may be difficult to achieve solely through e-learning – be mindful of this.*		
Overview of learner cohort	*Who is this course for? What is their background and experience?*		
Facilitator (s)	*Probably your name.*	Guests/support personnel	*Anyone else who is helping out, e.g. tech support, guest facilitators.*
Resources required	*List the resources needed to make this course happen. This may include both resources you develop or supply, and what learners will need to have to successfully complete the course.*		
LMS and tech requirements	*Identify the Learning Management System (LMS) that will be used, along with any other technical requirements (e.g., access to certain apps or other platforms)*		
Support available	*How can learners seek help, guidance and clarification from the facilitator?* *How can learners get help with technical difficulties in the course?*		
WHS considerations	*Think about what you're getting learners to do in the course.*		

	Not only in terms of ergonomics while sitting at a computer working through your online activities – does your course get the learners doing other activities that may create a risk to them, others, or equipment?

Timing	Learning objective	Learning method	Tools and Resources
Roughly how long will this take?	*Consider the overall objective.* *What can be achieved as a result of doing the learning activities that you facilitate?*	*Describe the activities that you will facilitate online to help them achieve the objective to the left.*	*List any specific tools, resources or things they'll need access to in order to partake in the learning activities.*
		Be sure to include formative assessment activities that allow you to monitor and measure progress toward the objectives.	