

01

### Project Intake

1-2 Days

Project requester offers access to resources  
L&D team meets with requester  
Requester completes the Learning Center Intake form  
Department learning leader and SMEs are identified

02

### Plan Strategy

3-6 Weeks

Needs Analysis: Defines direction and format  
Learner Analysis: Defines attitudes, perceptions, and learner knowledge  
Set objectives, time lines, and plan evaluation strategy

03

### Storyboard

1-2 Weeks

Gather media  
Draft a storyboard  
Present storyboard to project lead

04

### Design & Develop

3-4 Weeks

Determine appropriate software  
Develop content using templates, guidelines, and checklist

05

### Pilot

1-2 Weeks

Set access for all pilot testing  
UAT (User Acceptance Testing) different devices, browsers, permissions  
\*Full format practice presentation for instructor led training  
Revise based on feedback

06

### Publish

1-3 Days

Upload final learning content to Learning Center or other platform  
Approval and Sign-off

07

### Wrap Up

1-4 Weeks

Evaluate process  
Package and archive all source files  
Assist managers as they oversee reports and encourage completion  
Send learning boosters until skills have been integrated into daily tasks  
Plan the review/revision cycle