

ADDIE Process Template for Instructional Design Projects

Overview of the Learning

Project	Team	Designer(s)
Intention/Purpose	Learning Objectives/Goals	Means of Assessment
Date Needed	Budget	Known Constraints/Limitations

Analysis

Step 1: Gather Any Available Data

Is there an earlier version of this learning? If yes, gather any available data.

Potential Data Sources:

- ☐ Course Completion rates
- ☐ Survey results
- ☐ Assessment results
- ☐ Interviews
- ☐ Other Feedback

What worked well in the previous learning?

What needs to be changed?

Step 2: Gather Information about the Learning Content, Learners, Expectations, and Process

About the Content

What is the intended outcome? What is the learning meant to accomplish?

Learning Targets: What will the learners know, understand, and/or be able to do if they successfully complete the learning?

What content should be included?

Added	Essential Information	Added	Important Information	Added	Optional	Not Including	Nice-to-Have Information

About the Learners

Audience

Current Level of Understanding

Potential Points of Confusion

How Information Will Be Used

About the Learning

When will the learning be taking place?

Where will the learning be taking place?

How much time is allotted for the learning?
How will the time be structured?

What is the desired format for the learning?

Design

Step 1: Create a Storyboard or Outline

How will the content be organized?

How will you prioritize the most important content?

How much can reasonably be covered in the time allotted?

Does the storyboard or outline need to be reviewed or approved?

If so, who will participate in the review?

When will the review take place?

Step 2: Draft Learning Materials

List of Needed Drafts	Instructional Strategies/Activities	Means of Assessment	Due Date	Ready for Review

What can be included or built into the learning to make it easier to collect feedback during Evaluation?

Step 3: Content Review

Reviewers	Role/Team

Review Dates	Format

Review Structure	Person Responsible

How will feedback be gathered?

Who will go through the feedback? When?

Develop

The diagram consists of two main rectangular boxes. The left box is titled "Branding Requirements:" and contains a list of five items: "Font", "Colors", "Logos", "Style", and "Other". The right box is titled "Graphics and Images Needed:". A large, light blue arrow points from the left box to the right box, indicating that the branding requirements lead to the need for graphics and images.

List of Final Assets	Software Being Used	Person Responsible	Branding Completed	Graphics Added	Due Date	Ready for Review

Final Checks:

Copyedit

- ☐ Are grammar, spelling, and sentence structure accurate?
- ☐ Will the learners be able to easily understand the language and structure used?
- ☐ Are there any industry-specific terms or acronyms that should be defined?

Person Responsible:

Role/Team:

Usability Testing

☐ Do the links and navigation function as expected?

☐ Are the text and graphics easy to read?

☐ Does the format meet needs for accessibility?

☐ Is there anything about the format that gets in the way of the learning?

Person Responsible:

Role/Team:

Final Review (Go/No Go)

Responsible Stakeholders/SMEs	Role/Team	Approves Release	Does Not Approve	Concern or Issue to be Resolved

Contineny Plan:

If issues are identified that must be resolved before release, how will those issues be addressed?

Who will be responsible?

Implement

Training Plan:

Who needs to be trained on the new materials?	When will the training take place?	What format will the training be?	Who is responsible for the training?

Release:

When will the new materials be released?	Who needs to be notified?	How will the materials be made available?	Who will be responsible for uploading or making the materials live?

Evaluate

What tools will be used?	When will the feedback be collected?	Who will be involved?
Survey Assessment Results Interviews Other:		