

Instructional Design Project Plan Template

Purpose

This is a comprehensive **Instructional Design Project Plan Template** to help you effectively manage instructional design projects. This template includes all essential components to guide the project from inception to completion.

Training Sessions

Project Overview

- **Project Title:** [Insert Project Title]
- **Project Code:** [Insert Project Code/ID]
- **Client/Stakeholder:** [Insert Client or Stakeholder Name(s)]
- **Project Manager:** [Insert Project Manager Name]
- **Instructional Designer(s):** [Insert Name(s)]
- **Start Date:** [Insert Start Date]
- **End Date:** [Insert End Date]
- **Project Budget:** [Insert Budget]

Project Objectives

- **Primary Objective:**
[Describe the main objective of the project. Example: "To develop an eLearning course that enhances employee onboarding..."]
- **Specific Goals:**
 1. Goal 1: [Insert Specific Goal]
 2. Goal 2: [Insert Specific Goal]
 3. Goal 3: [Insert Specific Goal]

Project Scope

- **In-Scope:**
[Define what is included in the project scope. Example: "Designing and developing five eLearning modules..."]

- **Out-of-Scope:**

[Define what is excluded from the project scope. Example: "Translation services, content hosting..."]

Project Deliverables

- **Deliverable 1:**

- Description: [Detailed description of the deliverable]
- Due Date: [Insert Due Date]
- Responsible: [Assigned Team Member]

- **Deliverable 2:**

- Description: [Detailed description of the deliverable]
- Due Date: [Insert Due Date]
- Responsible: [Assigned Team Member]

Project Milestones

Milestone	Description	Due Date	Responsibility
Project Kickoff	[Brief Description]	[Insert Date]	[Insert Name]
Content Development	[Brief Description]	[Insert Date]	[Insert Name]
Prototype Review	[Brief Description]	[Insert Date]	[Insert Name]
Final Review & Sign-Off	[Brief Description]	[Insert Date]	[Insert Name]

Task Breakdown

Task	Description	Start Date	End Date	Assigned To	Status
Project Kickoff	[Brief Description]	[Insert Date]	[Insert Date]	[Insert Name]	[Status]
Content Development	[Brief Description]	[Insert Date]	[Insert Date]	[Insert Name]	[Status]
Prototype Review	[Brief Description]	[Insert Date]	[Insert Date]	[Insert Name]	[Status]
Final Review & Sign-Off	[Brief Description]	[Insert Date]	[Insert Date]	[Insert Name]	[Status]

Risk Management

- **Risk 1:**
 - **Description:** [Describe the potential risk]
 - **Impact:** [High/Medium/Low]
 - **Mitigation Strategy:** [Explain how the risk will be managed or mitigated]
 - **Responsible:** [Insert Name]
- **Risk 2:**
 - **Description:** [Describe the potential risk]
 - **Impact:** [High/Medium/Low]
 - **Mitigation Strategy:** [Explain how the risk will be managed or mitigated]
 - **Responsible:** [Insert Name]

Resource Plan

- **Human Resources:**
 - [List all team members involved in the project and their roles and responsibilities.]
- **Tools & Software:**
 - [List all tools, software, and technologies required for the project, e.g., LMS, authoring tools, and video editing software.]

Communication Plan

- **Meeting Schedule:**
 - [Specify regular meeting times, e.g., "Weekly status meeting every Monday at 10 AM."]
- **Reporting:**
 - [Define how and when progress reports will be delivered, e.g., "Bi-weekly progress reports to stakeholders."]
- **Stakeholder Communication:**
 - [Detail how communication with stakeholders will be managed, including frequency and methods.]

Quality Assurance Plan

- **QA Activities:**
 - [Describe the quality assurance processes that will be followed, e.g., "Peer reviews, usability testing, content accuracy checks."]
- **Review Cycles:**
 - [Define how many review cycles will occur and what will be reviewed in each cycle.]
- **Sign-Off Process:**
 - [Explain the final approval process for the project deliverables.]

Budget Plan

- **Budget Breakdown:**
 - [Provide a detailed budget breakdown for different project components, e.g., content development, design, QA.]
- **Expense Tracking:**

- [Detail how expenses will be tracked throughout the project.]

Project Timeline

- **Gantt Chart or Timeline:**
 - [Include a visual timeline or Gantt chart showing all essential tasks, milestones, and deadlines.]

Post-Project Review

- **Lessons Learned:**
 - [After project completion, document critical lessons learned, successes, and areas for improvement.]
- **Final Report:**
 - [Provide a summary of the project outcomes, including an analysis of its success in meeting its objectives.]

Project Revision History

- **Version:** [Insert Version Number]
- **Last Updated:** [Insert Date]
- **Changes Made:**
[Describe any changes made to the project plan and why.]