



Mueting Media

Instructional Design Process

<u>Phase</u>	<u>Tasks</u>
Discovery and Investigation	<ul style="list-style-type: none">• Gather information. This includes learning about the product, locating existing content, and attending initial product meetings.• Research existing content. Mueting Media developers determine gaps between current and new features, skill levels, technologies, and functionality.
Planning	<ul style="list-style-type: none">• Identify skills and needs• Define course objectives• Identify tools and resources needed to complete the project• Determine preliminary development schedule• Develop project plan
Design and Development	<ul style="list-style-type: none">• Develop design plan and submit for customer approval• Develop skills-based content
Content Review and Validation	<ul style="list-style-type: none">• Submit draft content for subject matter expert (SME) review and editing• Gather and incorporate feedback
Testing and Implementation	<ul style="list-style-type: none">• Check for quality assurance (QA)• Post on intranet or internet sites