

E-Learning Project Management and Governance Workshop

The processes you and your organisation need to efficiently and effectively manage e-learning development.

- Are you frustrated by time and budget blowouts?
- Have you been looking for a more effective way to communicate e-learning development with internal stakeholders?
- Do you want to develop processes that will help provide your organisation with project efficiencies?

Then this workshop is ideal for you.

The purpose of the *E-Learning Project Management and Governance* workshop is to provide you with insights into effective e-learning project management. During the workshop, you will develop simple but effective processes to enable you to manage your e-learning development more efficiently. The workshop is ideal for organisations who would like to develop a consistent approach to e-learning project development across business units.

NOTE: All project management processes are applicable to internally and externally developed e-learning courses and systems implementation projects (e.g. LMS, social media platforms). Participants will receive a complete set of e-learning project controls in Excel format for future e-learning project management.

Delivery: The workshop is case study based with a high level of participant activity and interaction. Participants are encouraged to bring an e-learning project they are working on, or a fictitious e-learning project will be supplied.

Duration: 6 hrs

Maximum participant number: 10

Time	Topic	Content covered
15min	Where are you now?	<i>Discussion</i> Exploration of participant current e-learning project and governance practices, what's working, what's not and why.
20min	What is Project Management?	<i>Theory</i> Definition of project management and project management processes in relation to internally and externally developed e-learning and system implementation. An examination of how project management processes interact with the ADDIES model of instructional design.
30min	What causes projects to fail?	<i>Group discussion</i> An exploration of critical points in the lifecycle of external and internal e-learning development and/or systems implementation within the context of organisational culture and climate.
50min	Case study: Phase 1 Define	<i>Activity</i> An approach to analysing business and people needs, and defining project objectives.

Time	Topic	Content covered
		Determining risks. Developing a business plan. Designing project controls.
30min	E-Learning decision tree	<i>Theory</i> An examination of approaches to e-learning design and development based upon organisational learning and technology theories.
45min	Case study: Phase 2 Prepare	<i>Activity</i> Identifying tasks and allocating the roles and responsibilities required to achieve the end goal. Choosing a vendor – the RFQ process.
40min	Case study: Phase 3 Manage	<i>Activity</i> Managing the team. Managing project controls.
30min	Case study: Phase 4 Review and maintain	<i>Activity</i> Reviewing the project outcomes and recording lessons learned. Implementing governance to sustain the implementation and manage source files.
60min	E-Learning governance	<i>Small group or personal action planning</i> An exploration of systems that need to be developed in the participants' organisation as a consequence of understanding more about e-learning project management.
15min	Workshop summary	Closing remarks.