

**How would you classify the stages of an instructional design project? What are key tasks that should be accomplished at each phase?**

When I'm designing an online course with a subject matter expert, I try to follow the ADDIE instructional design model. So when I start designing an online course, with an instructor, we usually have a kick start meeting with a department head, the instructor and then my manager so that we can all agree on what the terms of the project would be. And then I would start working individually just with the subject matter expert, and we would meet on a regular basis. And from those meetings, we would kind of come to an agreement and decide what pieces of an online class we'd like to include or what's important in that class. And we also set up a project timeline, that's probably one of the first things that we really work on. And from there, we start to design a course design plan. A course design plan is like a really big map of what the whole course would look like from a big picture kind of a perspective. From the course design plan we move on to developing modules. So a module is about a week's worth of work. And we try to create a prototype module first. And that prototype module sort of sets the stage for all of the other modules that will come. It's kind of the foundation and just generally the structure and style of how the course is going to look and feel. And so we create a prototype module, make sure we can actually do what we had intended, make adjustments as we go, and then we create the rest of the modules. The last thing that we work on would be the syllabus, and we take all of the information that we've put together for the course and we compile it into the syllabus so that students can have that general overview of what the whole course is going to be about.