

## Project Management and ADDIE models

The dynamic application of these two models guides the design and development of CAI's learning solutions to the benefit of our customers

Learning Solutions Project Process				
	Phase 1: Project initiation	Phase 2: Project planning	Phase 3: Project execution and control	Phase 4: Project closure
<b>Project methods and processes</b>	Project definition & feasibility study <ul style="list-style-type: none"> <li>• High level scope</li> <li>• Project scope document</li> <li>• Go – no go decision</li> <li>• Conceptual project plan</li> <li>• Schedule and budget</li> </ul>	<ul style="list-style-type: none"> <li>• Project planning</li> <li>• Validate scope &amp; charter</li> <li>• Detail work package plan</li> <li>• Roles, responsibilities, schedule</li> <li>• Gain approvals</li> </ul>	Project controlling <ul style="list-style-type: none"> <li>• Administration and coordination</li> <li>• Scope control</li> <li>• Time and cost control</li> <li>• Risk management</li> <li>• Quality assurance and control</li> <li>• Communications control</li> <li>• Human resource management</li> </ul>	Administrative closure <ul style="list-style-type: none"> <li>• Financial and record keeping</li> <li>• Post project evaluation and associated reporting</li> <li>• Meetings with stakeholders</li> </ul>
<b>Learning solution methods and processes</b>	<b>Training Needs Analysis</b> <ul style="list-style-type: none"> <li>• Determine whether the client requirement will be served through a training intervention</li> </ul>	<b>Analysis</b> <ul style="list-style-type: none"> <li>• Task analysis</li> <li>• Content analysis</li> <li>• Learner analysis</li> <li>• Performance analysis</li> <li>• Solution analysis</li> <li>• Strategy creation;                             <ul style="list-style-type: none"> <li>▪ Instructional</li> <li>▪ Media</li> <li>▪ Presentation</li> <li>▪ Interaction</li> <li>▪ Learning assessment</li> <li>▪ Product evaluation</li> <li>▪ Production &amp; deployment</li> <li>▪ Maintenance</li> </ul> </li> </ul>	<b>Design</b> <ul style="list-style-type: none"> <li>• Content gathering</li> <li>• Design learning events</li> <li>• Design instructional events</li> <li>• Design evaluation and support tools</li> </ul> <b>Develop</b> <ul style="list-style-type: none"> <li>• Develop learning materials</li> <li>• Develop instructional materials</li> <li>• Develop supporting materials</li> <li>• Develop instructors materials</li> <li>• Develop evaluation and support tools</li> </ul> <b>Implement</b> <ul style="list-style-type: none"> <li>• Deliver pilot, train the trainer, deliver training, execute evaluation strategy</li> </ul>	<b>Evaluate</b> <ul style="list-style-type: none"> <li>• Analysis</li> <li>• Reporting</li> <li>• Archive the content and output of the learning solution</li> </ul>