ADDIE Chart

Phase	What typically happens in this phase	Questions to ask in this phase
Analysis	Problem identification Needs assessment Task, job, or role analysis Learner profiling Main learning goals defined Identify potential Subject Matter Experts Limitations identified If this is an online or blended courses the then LMS and or the content authoring software should be decided here.	What is the (usually business related) problem we are trying to solve? Is this a problem that can be solved through education or training? Can we demonstrate need and demand for this kind of training? Is there an existing task or job analysis or do we need to do one? Who are the end users, the learners? What are they like? What do they prefer and require? Who knows about this topic? Is a subject matter expert available? What are the limitations or constraints - time, budget, format, platform?
Design	Design the curriculum Collaborate with subject matter experts (if using) Learning objectives written Assessment blueprint and test items Instructional strategy, plan and sequence of learning Identify resources to support learning Create an evaluation plan	Do the goals and objectives line up? What questions should we be asking the SMEs? Are the objectives SMART? Is there scope creep? How will we assess learning? If testing - Do we have enough viable plausible detractors? Have we made the right assumptions about what learners know already? What other resources can we use?

		How else might we create learning experiences that stick? How will we know that we have achieved the learning goals?
Development	Create the content that will help learners learn. This could be any combination of text, audio, stories, video, interactive elements, games, exercises, case studies, simulations, etc. Test as you go if possible	What authoring tool will be used? Are we still on track? Do we need access to additional resources, including people?
Implementation	Test Train instructors if needed Get initial feedback and adapt or edit	Who is going to test this? Who will be delivering this training? What kind of supports do they need? What has to be changed or adapted? What is working really well and can we build on that?
Evaluation	Use the evaluation plan to evaluate: the curriculum, the content, the delivery platform, the instructional methods, and the instructor(s)	What worked? What didn't work? What do we have to change?