Instructional Design  
Project Scope

Date:

## Project Background and Description

Project Manager:

Client:

Business/Educational Goal:

Need Statement:

## Learner Analysis

Performance or Knowledge Gap:

Audience:

Obstacles:

Current Available Resources:

Documentation:

SME:

## Action Overview

|  |  |
| --- | --- |
| Action Needed | Practice Activity Brainstorm Ideas |
|  |  |
|  |  |
|  |  |
|  |  |

## Deliverables

## Affected Parties

Stakeholders:

Impacted Parties:

## Timeline/Schedule

|  |  |  |
| --- | --- | --- |
| Task | Estimated Time | Deadline |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# Approval and Authority to Proceed

We approve the project as described above, and authorize the team to proceed.

|  |  |  |
| --- | --- | --- |
| Name | Title | Date |
|  |  |  |
|  |  |  |
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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
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| Approved By |  |  | Date |  | Approved By |  |  | Date |