




E-Learning Program Planning Tool

Content 	Action Steps What activities & steps will help you achieve your goal?	Resources Needed Are there any resources that you need to achieve your goal?	Person Responsible Who is responsible for each action step and/or for finding/providing necessary resources?	Progress Towards Goal Evidence of Completion for Action Step	Risk/Threats What would threaten this goal and how can it be minimized?	Target Completion Date
Goal 1:						
Goal 2:						
Goal 3:						




Audience 	Action Steps What activities & steps will help you achieve your goal?	Resources Needed Are there any resources that you need to achieve your goal?	Person Responsible Who is responsible for each action step and/or for finding/providing necessary resources?	Progress towards Goal Evidence of Completion for Action Step	Risk/Threats What would threaten this goal and how can it be minimized?	Target Completion Date
Goal 1:						
Goal 2:						
Goal 3:						


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Platform 	Action Steps What activities & steps will help you achieve your goal?	Resources Needed Are there any resources that you need to achieve your goal?	Person Responsible Who is responsible for each action step and/or for finding/providing necessary resources?	Progress Towards Goal Evidence of Completion for Action Step	Risk/Threats What would threaten this goal and how can it be minimized?	Target Completion Date
Goal 1:						
Goal 2:						
Goal 3:						



Credit 	Action Steps What activities & steps will help you achieve your goal?	Resources Needed Are there any resources that you need to achieve your goal?	Person Responsible Who is responsible for each action step and/or for finding/providing necessary resources?	Progress Towards Goal Evidence of Completion for Action Step	Risk/Threats What would threaten this goal and how can it be minimized?	Target Completion Date
Goal 1:						
Goal 2:						
Goal 3:						

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Implementation 	Action Steps What activities & steps will help you achieve your goal?	Resources Needed Are there any resources that you need to achieve your goal?	Person Responsible Who is responsible for each action step and/or for finding/providing necessary resources?	Progress Towards Goal Evidence of Completion for Action Step	Risk/Threats What would threaten this goal and how can it be minimized?	Target Completion Date
Goal 1:						
Goal 2:						
Goal 3:						



Other	Action Steps What activities & steps will help you achieve your goal?	Resources Needed Are there any resources that you need to achieve your goal?	Person Responsible Who is responsible for each action step and/or for finding/providing necessary resources?	Progress Towards Goal Evidence of Completion for Action Step	Risk/Threats What would threaten this goal and how can it be minimized?	Target Completion Date
Goal 1:						
Goal 2:						
Goal 3:						