

Instructional Design and Development Process (IDD)

STEP	TASK
1	Plan project This step answers: What is the problem? Is training the solution? Output is a project plan document that describes the problem, how it will be solved by training, what will be done, by whom, by when, and with what resources.
2	Analyze This step answers: Who are the learners? What do they know now? What do they need to know, be able to do, and under what conditions? What resources do they require? What conditions will effect training delivery? Data are collected via learner, content, and training environment analyses, and summarized in an analysis document.
3	Develop objectives This step answers: What should learners know or be able to do by the end of the training event, and with what performance criteria? The output of this step is measurable and verifiable objectives.
4	Develop criterion test items This step answers: How will you know the objectives have been met? The output includes a testing activities plan and test content that reflects the objectives.
5	Plan instructional design This step answers: What instructional design will facilitate the course objectives within the time, budgetary, and resource constraints of the project? The output is a design document, which includes a detailed instructional design and content plan.
6	Develop content and materials This step implements the instructional design. The outputs can include a student guide, instructor guide, and supporting materials, such as software, videos, or simulation programs.
7	Pilot and verify This step answers: What works, what does not, and how do we know? It includes observing initial course delivery (the pilot), and verification of design and content integrity.
8	Revise and evaluate This step implements changes required by the verification process. This step answers: What needs to be changed, corrected, updated, added, or deleted, and how do we know? It includes final materials output, and implementation of a process for ongoing revision.

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