

# Comparison Process



PROCESS	ROLES	INTERNAL [CUSTOMER]	EXTERNAL [CUSTOMER]
Project Request	Sponsor [STM/Dir]	X	
Kick-off Meeting	Associate Director, LMS; LMS Manager, Instructional Designer, Content Developer/Graphics, Sponsor, External Partner	X	X
Task Assignment	Associate Director, LMS; LMS Manager; Partner	X	X [collaboration]
High Level Design	Instructional Designer, Content Developer/Graphics, Partner	X	X
Storyboard	Instructional Designer, Content Developer/Graphics, Jr. Content Developer, Content/Design Project Support, Partner	X	X
LMR Review	LMR, Sponsor, Partner, Associate Director, LMS; Instructional Designer, Content Developer/Graphics	X [if applicable]	X
Prototype	Instructional Designer, Content Developer/Graphics, Jr. Content Developer, Content/Design Project Support, Partner	X	X
LMS Testing of Prototype	LMS Manager, LMS Coordinators		X
Alpha Version	Instructional Designer, Content Developer/Graphics, Jr. Content Developer, Content/Design Project Support, Partner	X	X
Internal Review/Testing	Sponsor, SME, Stakeholders	X	
Beta Version	Instructional Designer, Content Developer/Graphics, Jr. Content Developer, Content/Design Project Support, Partner	X	X
Inspector Review/Testing/ Approval	Sponsor, SME, Stakeholders	X	
Final Version	Instructional Designer, Content Developer/Graphics, Jr. Content Developer, Content/Design Project Support, Partner	X	X
Delivery of Final Package	Instructional Designer, Content Developer/Graphics, Partner	X	X
Sandbox Testing	LMS Manager, LMS Coordinators	X	X
Production Testing	LMS Manager, LMS Coordinators	X	X
LMS Deployment	LMS Manager, LMS Coordinators, End Learner	X	X

# Process-Roles-Tools



PROCESS	ROLES	TOOLS
Project Request	Sponsor [STM/Dir]	Quick Base, Capabilities Deck
Kick-off Meeting	Associate Director, LMS; LMS Manager, Instructional Designer, Content Developer/Graphics, Sponsor, External Partner	Scope Document, Quote Document
Task Assignment	Associate Director, LMS; LMS Manager; Partner	Quick Base
High Level Design	Instructional Designer, Content Developer/Graphics, Partner	Microsoft, Articulate, Adobe
Storyboard	Instructional Designer, Content Developer/Graphics, Jr. Content Developer, Content/Design Project Support, Partner	Microsoft, Articulate, Adobe
LMR Review	LMR, Sponsor, Partner, Associate Director, LMS; Instructional Designer, Content Developer/Graphics	Veeva Vault
Prototype	Instructional Designer, Content Developer/Graphics, Jr. Content Developer, Content/Design Project Support, Partner	Microsoft, Articulate, Adobe, A/V Editing
LMS Testing of Prototype	LMS Manager, LMS Coordinators	Plateau, Success Factors
Alpha Version	Instructional Designer, Content Developer/Graphics, Jr. Content Developer, Content/Design Project Support, Partner	Microsoft, Articulate, Adobe, A/V Editing
Internal Review/Testing	Sponsor, SME, Stakeholders	Inspector
Beta Version	Instructional Designer, Content Developer/Graphics, Jr. Content Developer, Content/Design Project Support, Partner	Microsoft, Articulate, Adobe, A/V Editing
Inspector Review/Testing/Approval	Sponsor, SME, Stakeholders	Inspector
Final Version	Instructional Designer, Content Developer/Graphics, Jr. Content Developer, Content/Design Project Support, Partner	Microsoft, Articulate, Adobe, A/V Editing
Delivery of Final Package	Instructional Designer, Content Developer/Graphics, Partner	FTP, Internal Servers, eMail
Sandbox Testing	LMS Manager, LMS Coordinators	Plateau, Success Factors
Production Testing	LMS Manager, LMS Coordinators	Plateau, Success Factors
LMS Deployment	LMS Manager, LMS Coordinators, End Learner	Plateau, Success Factors