

COMPUTER-BASED TRAINING DEVELOPMENT PROCESS

Continuous Improvement, Staff Development & Engagement
 919.962.6458
 Fa_sce_training@unc.edu

Customer initiates CISDE process

Customer reviews CISDE prototype

Customer and others provide final review

Customer posts CBT in desired location

 Start

2 business days

2 business days

Finish

1-4 weeks

3-12 weeks

5 business days

CISDE team develops prototype

CISDE team creates CBT draft

CISDE team provides final CBT file

Timeframe Guidelines for Prototype Development:

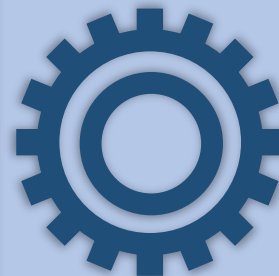
Features	Less than 10 minutes	10 to 30 minutes	30 minutes or more
Standard CBT with All Content Developed	Within 1 weeks	Within 2 weeks	Within 3 weeks
Standard CBT with No Content Developed	Within 2 weeks	Within 3 weeks	Within 4 weeks

Timeframe Guidelines for CBT draft:

Features	Less than 10 minutes	10 to 30 minutes	30 minutes or more
Standard CBT with All Content Developed	3 weeks	5 weeks	7 weeks
Standard CBT with No Content Developed	5 weeks	7 weeks	9 weeks
+ Voice Over	Add an additional 2 weeks		
+ Knowledge Checks	Add an additional 1 week		
+ Graded Assessment	Add an additional 1 week		

Customer should provide CISDE with the following details within 48hrs of request:

- Content to be included
- Targeted audience
- Who the subject matter experts are
- Who CISDE should contact if there are questions
- Names of all who will need to review before finalizing
- Formatting requirements (color scheme, logos, etc.)
- Where the document will live



Things that can slow the process:

- Delays in providing CISDE team with content or access to test system and/or resources
- Changes that occur to the process/content during CBT development
- Not meeting review deadlines for drafts
- A request involving a large amount of content
- A request involving extremely complex content