**Implementation plan**

Template

*You can reuse information from your Instructional Design Document in this plan. This plan would be provided to all the staff involved in the course, so that they all have the same basic information.*

*At this stage, you will not necessarily have all the information to fill the plan (e.g. course link, etc..). If it’s dates, you can put fictive ones and if it’s things like links just write ‘to be completed’.*

**Maximum length:** four pages

1. Basic information about course
	* **Goal:**
	* **Audience:**
	* **Course dates**:
	* **Course credits:**
2. Registration
	* **Prerequisites:**
		+ **Academically**
		+ **Device/internet**

* + **Deadline for registration:**
	+ **Information for registration (i.e. link)**
1. Learning Objectives
2. Course Location
	* **Course link (i.e. LMS):**
	* **Synchronous sessions link (e.g. zoom):**
	* **Room number (if blended learning):**
3. Contact persons

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Email | Phone | Role in course |
|  |  |  | Instruction (i.e. lecturer) |
|  |  |  | Facilitation |
|  |  |  | Registration |
|  |  |  | General Admin |
|  |  |  | LMS and other technical issues |

1. Any Other Information