ADDIE Model Template

Phase checklist, needs analysis, objectives, storyboard grid and evaluation plan

1. Project overview

Project name, sponsor and audience

Business goal and how you will measure it

2. Analysis: needs analysis

Item	What you found
Business goal	
Current performance	
Desired performance	
Root causes	
Training can fix	
Training can't fix (flag to owner)	
Learners	
Constraints (time, tech, budget)	
Success measure	

3. Design: objectives and course map

Write each objective as something learners can do, then map it to a module, format and assessment.

Module	Objective (learners will be able to...)	Format	Assessment
1			
2			
3			
4			
5			

4. Development: storyboard grid

Screen	On-screen text	Narration	Interaction / media
1			
2			
3			

5. Implementation: rollout checklist

- [ ] LMS set up and tested on desktop and mobile
- [ ] Enrollment rules or invites ready
- [ ] Managers and team leads briefed on their role
- [ ] Facilitators trained (if any live parts)
- [ ] Launch message drafted
- [ ] Pilot group chosen
- [ ] Support contact for problems
- [ ] Fix window planned after the pilot

6. Evaluation plan

Level	What you will measure	How and when
1. Reaction		
2. Learning		
3. Behavior		
4. Results		

7. Phase sign-off checklist

- [ ] Analysis: root cause confirmed and training is the right fix
- [ ] Design: objectives and course map signed off
- [ ] Design: prototype screen reviewed
- [ ] Development: alpha reviewed by SMEs
- [ ] Development: beta tested with real learners
- [ ] Implementation: pilot completed and fixes made
- [ ] Evaluation: baseline captured before launch
- [ ] Evaluation: results reviewed and next changes listed

Full guide with a worked example: elearningsolutionslab.com/addie-model/ | Need help? elearningsolutionslab.com/contact/