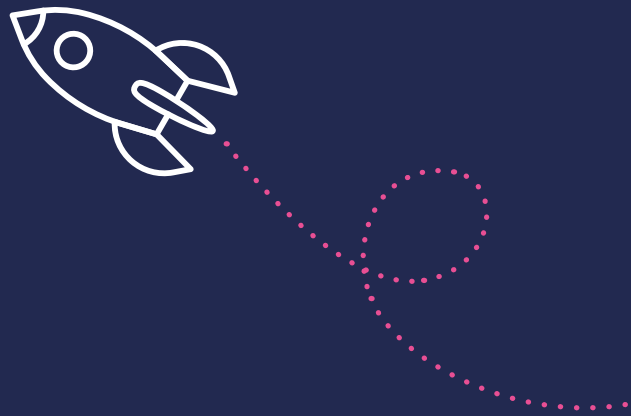


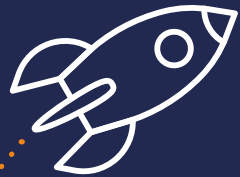
Your Bespoke Journey with Learning Nexus



Hello

First off, a huge thank you for choosing us to be your partner, we're thrilled to be working with you!

Before we dive in and get to work on creating your course, we want to set the scene on what you can expect during this project. So, buckle in while we walk you through our process and share some golden tips to keep things on track.



The Process

Want the full rundown of the whole process? You'll find a detailed breakdown at the end of this document, and your Project Manager will guide you through everything during your kick-off meeting.

The Content

You've likely already sent us some content during our scoping, so we're off to a great start!

The good news is there's no strict format for content! Whether it's Word documents, PowerPoints, process guides, or training notes, we can work with whatever you have.

However, we do have a little bit of work for you. Before we begin, please take a moment to review what you have and check that all content:

- ✓ is up to date and accurate
- ✓ has been approved by all key stakeholders and subject matter experts (SMEs).

This helps us to ensure your lesson plan contains all the right content from the get-go, and saves you time when it comes to the review stages!

The Stakeholders

How many stakeholders should you involve? It depends!

While collaboration is great, having too many voices can slow things down. We strongly recommend appointing a **lead stakeholder** who will consolidate feedback and make the review process much smoother.

For each project we do with you, you will be assigned your own LN project team, who will support you through the process and work closely with your lead stakeholder or project manager to ensure your product is nothing short of amazing!

The Design

If this is the first project we're working on together, or if we've worked together but you're looking for something different or a little bit special, we will create 'Design routes' for you. These are design ideas that will help you to picture what the course could look like. Don't worry, we will always give you more than one option to choose from!



The Lesson Plan (LP)

You'll hear us talk about the 'Lesson plan' or 'LP' a lot, but what is it?

Think of the LP as the blueprint for your course.

It typically includes a mix of:

- ✓ Learning objectives
- ✓ Onscreen text
- ✓ Interaction details
- ✓ Learner instructions
- ✓ Audio scripts (if applicable)
- ✓ Graphics suggestions
- ✓ Descriptions of gamification, animations, videos, other formats
- ✓ Standalone questions/activities
- ✓ Assessments and feedback settings
- ✓ Publishing details (e.g. LMS tracking, completion criteria, etc.)

Once the LP is ready, we'll send it to you for review. This is your chance to gather feedback from stakeholders and SMEs to ensure everything is spot on.

Why is this so crucial? Because once the LP is approved, we use it to build your course. Changes made after this stage (especially to audio) can be costly and time-consuming. So, getting it right early will save you time and resources!

This is the most important part of the process!



The Reviewing Process

To keep things on track, there are three key review stages at which you and your team can provide feedback.



1

Review Stage 1 Lesson Plan (LP) Review

Your team should check:

- ✓ Content accuracy – Are there any errors or missing details?
- ✓ Learning objectives – Are they clear and being met?
- ✓ Functionality – Will interactions and navigation work as expected?

Stakeholder Review:

Your stakeholders should track changes or add in comments where changes are needed in the LP. The lead stakeholder should review the changes and ensure they are all clear and specific. The LP document should then be returned to us for revisions.

2

Review Stage 2 Build Review

Once your product has been built, it's time for another important round of feedback!

Your team should review:

- ✓ Design – Does it reflect your brand and engage your audience?
- ✓ Functionality – Do interactions work correctly?
- ✓ Responsiveness – Does it display well on different devices?
- ✓ Accessibility – Can all users engage with the content effectively?
- ✓ Instructions – Are learner directions clear?

Stakeholder Review:

The lead stakeholder should review all feedback comments and ensure they relate to actionable changes. What do we mean by this? Well, comments should: Make it clear what needs to be changed; be directed to us (not your internal team); and they should not contradict other comments.

3

Review Stage 3 Final Review & Sign-Off

At this stage, the lead stakeholder conducts a final check to ensure all changes have been made.

We expect little to no amends at this point. Once the lead stakeholder signs off, the course is published and ready to go! 🎉



The Testing

We test every project before delivery but, occasionally, minor issues can slip through.

These minor issues might include:

- ✓ Differences in platforms or servers
- ✓ Bugs we can't replicate
- ✓ Simple human error

We also recommend running your own testing before rolling out the course to learners, to ensure it works as expected on your system. If you spot any issues, please let us know as soon as possible so that we can support you in finding a resolution.

**Check out our
showreel!**

Click the icon to see some
of the work we've done.



Thank you

So, that's everything you need to know to get started!
We're really excited to work with you and can't wait
to bring your learning project to life! 🚀

Any questions?

Just reach out —
we're always happy to help!

