ADDIE Worksheet
analyze, design, develop, implement, evaluate

Analyze
Learning Problem:

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Learners:
Who are the learners? List the characteristics of your learners. What is their background (e.g., age, sociocultural factors)?

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Prior Knowledge:
What do they already know?

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Content:
What is the scope of the content area for which you are developing this instructional material?
Why are you teaching what you are teaching?
What do the learners need to know?
How much time do you have to teach this? or the learners to learn this?

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Delivery/Presentation?
How/where/by whom will this material be implemented?
What are the delivery options/teaching methods? (e.g., online module, problem-based learning, lecture, small group).

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Principles
What pedagogical principles are important to you and/or your learners (e.g. interactivity among learners)?

Resources? What resources do you need to develop the instructional materials? (software, money, videos, etc.)

Timeline? What is the timeline for project completion?

Further analysis…

Design
Objectives: The Learners will…

Instructional Methods/Activities: how will the content be taught; what activities will the learners engage in e.g. something to read, something to listen to, students interacting with the material (such as embedded quizzes, or matching tasks), learner reflections

Assessment/Evidence of Learning: How can learning be assessed? What can the learners do/show/present/submit to show they have learned the content?

Develop

What tasks are on your To Do list to finish the development?

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What is a reasonable timeline for these tasks? How long do you think this would take to develop?

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Here is the step where the material is actually developed.

Implement

Here is the step where the teaching/learning actually occurs

Evaluate

Formative Evaluation: What questions are important to ask along the way to inform the development of your instructional design?

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Summative Evaluation: What questions would you ask to see if the curriculum and instructional materials worked like you wanted and the learners met the objectives? How will you evaluate the success of your efforts?

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Note 1: although the E-step comes at the end, after Implementation, the evaluation must be planned ahead of time or it may not be do-able.

Note 2: this step is evaluation of your process and product, not learner assessment.

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