Who Should Review Your Course?

There's no single "right" answer to that question.

The team you enlist to review and sign off on your project depends on lots of factors: the content of your course, the organization or client for whom you're building it, and your own organization's protocol for e-learning development.

To help you think about who to include on your roster of reviewers, here are some suggestions:

- **Your project sponsor.** This is the person who initiated (or is paying for) the project. The sponsor is likely the one who will help champion and support the training once it's in place. This person will also be a key decision-maker in deciding how the review cycle should work, and helping you identify who should be involved at each stage.
- **Your SMEs.** If there are several SMEs, it helps to have one SME who's the chief decision-maker in case you receive conflicting review feedback. Your project sponsor can help pick the right person.
- **Corporate legal counsel.** This is especially important if your content is confidential, compliance-related, or otherwise sensitive.
- **Global reps.** Pick a reviewer from each geographic region where the course will be used. This'll help make sure there are no cultural or language issues with the content.
- **Safety expert.** This is a must if your course teaches learners about potentially hazardous equipment, substances, or facilities, or if any of the content is governed by safety agencies such as OSHA.

- **Quality leader.** If your course teaches people how to create a product or fulfill some other type of business outcome, it's helpful to have a quality expert in the loop. This person can make sure your course content jives with the organization's quality standards and any documented work procedures, such as ISO documentation.
- **IT and/or LMS specialist.** This person's important if you'll need their support or buy-in when it's time to deploy your course.
- **Content editor/usability tester.** Find an eagle-eye (or two) who can scour your course for typos, animation glitches, usability problems, issues with any of the player controls or functions, and any other oddities.
- **Pilot trainees.** These are folks who match the demographics of your target learning audience. Pick a few people to serve as guinea pigs and tell them ahead of time that you want their thoughts on anything that seems clumsy or unclear about the course. You'll probably get some helpful feedback that you wouldn't otherwise receive, and it'll likely make your course better.

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