**CBL Development Checklist**

Consider the following questions with your team to get a more comprehensive understanding of what you need to develop to run the course, who’s responsible for the development tasks and when everything needs to be done. Use your answers to update the tool ‘Development + implementation plan’.

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| **Development checklist** | | |
| **Question** | **Answer** | **What to do with my answer?** |
| 1. What do you need to develop to run the course? | Online learning environment (Canvas)  Information materials for students (course guide, project initiation document, schedule)  Learning materials for students (instruction videos, readings)  Materials for assessment  Learning activities (kick-off, meetings, lectures, workshops)  Other.. | Create a schedule of all materials and activities to be developed in the 'development planner' tool. Fill in what needs to be developed and when it needs to be completed to be ready for the course implementation. |
| 1. Who’s responsible for the different development tasks? | Responsible lecturer within department  Co-lecturer within department  Tutor within department  (Co-)Lecturer from other department  Professional skills trainer  Other… | For each development task, specify in the ‘development planner’ tool who is responsible for the development.  Note: are you organizing a multidisciplinary course? Then also clearly agree on which department is responsible for which development tasks. Also consider any additional training or support material that needs to be developed for teachers and tutors when working multidisciplinary. |
| 1. How do you want to run your course? | Pilot in small student groups  First roll out with all students | The choice impacts:   1. Which components of the course have priority in the development phase. What must be developed to run the course for the first time (full roll-out or pilot)? Adjust the ‘development planner’ tool. 2. The amount of students and therefore, the required resources. |