Letter of Agreement

[Date]

Hello [name of instructor or SME],

Thank you for meeting with [me, program staff, etc.] on [date of meeting]. It is great that we were able to establish the goals and timelines for this course design and development at this early stage. For the sake of clarity, I am going to highlight the key tasks and timelines upcoming for this project.

|  |  |  |
| --- | --- | --- |
| **Task** | **Delivered by** | **Feedback from Learning Designer by** |
| Revised learning outcomes | September 20, 2015 | September 30, 2015 |
| Revised version of Assignment 2 | October 10, 2015 | October 20, 2015 |
| Learning activities for Unit 1 | November 5, 2015 | November 15, 2015 |

Note – the above tasks are only examples

These tasks need to be completed in preparation for the Curriculum Committee review of the course proposal. After the proposal receives Curriculum Committee approval, we can meet to discuss final steps before the course start date. Some of these steps are listed in the course development notes ([include](http://moodle.royalroads.ca/moodle/mod/page/view.php?id=102892) link to Moodle course). Please let me know if you have any questions about these tasks and timelines. Thank you.

Sincerely,

[Learning Designer]