

PROGRAM & ONLINE COURSE DEVELOPMENT

SANITIZED COURSE DEVELOPMENT SAMPLE

REAL-WORLD EXPERIENCE

Confidential Organization - Program Development Support

Course structure, slide planning, workbook coordination, implementation, and iterative client review

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Real client case study. Proprietary course text and copyrighted client materials are intentionally not reproduced.

1 | Client Program Development Case Study

Turning subject-matter content into an organized online learning experience

Project Context

A confidential client organization is developing a structured educational program. My

role has focused on program-development and project-management support: helping organize client-provided subject-matter content into a coherent course experience, presentation structure, supporting materials, implementation steps, and review cycles.

My Contribution

- Organized course-orientation and lesson content into a clear, repeatable learning flow for presentation and online delivery.
- Supported slide-by-slide planning, sequencing, learner navigation, presentation structure, and visual consistency.
- Coordinated workbook-related elements, reflection activities, practical exercises, knowledge checks, weekly application components, and supporting participant materials.
- Managed iterative client review, feedback, revisions, visual decisions, and content-organization changes across the development process.
- Supported implementation planning for online-course delivery, including orientation, presentation assets, participant experience, and launch-readiness considerations.

Client Ownership & Confidentiality

The client owns the underlying ministry curriculum, subject-matter content, and copyrighted course materials. This portfolio case study describes my consulting and program-development contribution without publishing proprietary lesson text or confidential working materials.

2 | Program Development Framework

A practical structure for transforming client expertise into an executable course

1. Content Intake	Review client content, desired outcomes, audience, tone, delivery format, and constraints.
2. Course Architecture	Organize orientation, modules, lesson sequence, learner flow, workbook touchpoints, and recurring elements.
3. Presentation Planning	Translate content into slide-ready sections with clear pacing, hierarchy, and visual direction.
4. Supporting Materials	Coordinate workbook activities, reflections, exercises, checks, application steps, and participant resources.
5. Review & Revision	Track client feedback, requested changes, approved visual direction, and content/version decisions.
6. Launch Readiness	Confirm presentation sequence, participant instructions, supporting materials, delivery platform needs, and final handoff items.

Representative Deliverables

- Course orientation structure
- Module / lesson roadmap
- Slide sequence and content architecture
- Workbook coordination plan
- Learner navigation and repeatable lesson flow
- Review / revision tracking
- Implementation and launch-readiness checklist

3 | What This Demonstrates

Business consulting + program management + learning-experience organization

Capabilities Demonstrated

- Program development and implementation planning
- Client discovery and iterative consultation
- Content organization and information architecture
- Presentation planning and visual-content coordination
- Project tracking, revisions, and decision management
- Training / course operations support
- Balancing client voice with structure, clarity, and participant experience

Ideal Client Uses

This type of support can help coaches, consultants, nonprofits, ministries, subject-matter experts, small businesses, and training teams that have valuable content but need help turning it into an organized, professional, launch-ready program or course.