



SUBJECT MATTER EXPERT

ROLES AND RESPONSIBILITIES IN PROGRAM DEVELOPMENT



What is a Subject Matter Expert?

A subject matter expert (SME) is a key contributor in the program development process. A SME shares personal and professional knowledge and skills and collaborates with program developers and instructional designer(s) (IDs) to ensure instructional content is communicated clearly and effectively to the target audience.

As a SME, you will be providing the “raw material” of the program, and the instructional designer will organize and present that material following instructional design best practices.

An SME also collaborates with the rest of the planning committee to ensure that only “need-to-know” content is included and the scope of the project stays on track. This ensures project deadlines are met and there are no development delays. **Check out the “Best Practices: Module Development” tip sheet for ideas on how to avoid scope creep.**



SME Roles & Responsibilities

- Share your knowledge regarding your areas of expertise so that it can be developed into learning materials by the ID. This may include:
 - Resources (articles, books, videos)
 - Raw content (Word docs outlining a procedure or best practice, PowerPoints you have developed on the topic)
- Collaborate with the Instructional Designer and other planning committee members to develop and review the curriculum at different stages of development. This may include:
 - Reviewing modules and workshops
 - Assisting with developing scenarios or simulations
 - Reviewing learning materials (tip sheets, additional resource lists)
- Ensure curriculum is accurate and reflects the latest standards and knowledge in the field
- Ensure curriculum will be appealing and relevant to target audience