



Become an eLearning Project Manager

2026

Prepared by Andra Arsene

U
LEARN

BY ANDRA
ARSENE

Overview

The creation of an eLearning course is a collaborative effort that requires coordination from all parties involved, and you're at the center of it all!

Although becoming an eLearning Project Manager may be intimidating, especially if you're new to eLearning.



The Key Skills:

There are some **key skills** to become an eLearning Project Manager and let's see them:

Planning and Organization
Leadership
Content Curation
Time Management
Communication
Problem Solving
Firm Grasp Of The eLearning Industry

U
LEARN
BY ANDRA
ARSENE



Let's explain them!



- **Planning and Organization:** An eLearning Project Manager needs to know how to create a solid eLearning project plan. This plan needs to account for every aspect of the eLearning project, from initial concept to final delivery.
- **Leadership:** eLearning Project Managers need to know how to motivate and inspire their eLearning team so as to maximize their potential.



- **Content Curation:** Every eLearning course must contain accurate and up to date information. Irrelevant facts and stats will be ignored by online learners, not to mention diminish the value of their eLearning experience. An eLearning Project Manager needs to act as the quality control specialist.
- **Time Management:** As is the case in any industry, meeting your deadlines is crucial for eLearning Project Managers. You need to ensure your eLearning team is able to deliver on its promise without missing deadlines.



Let's explain them!



- **Communication:** Effective eLearning Project Managers choose the best Project Management tools and social media platforms for the job. These online outlets give you the power to collaborate with team members from anywhere in the world, as well as provide immediate feedback and make necessary revisions.



- **Problem Solving:** eLearning Project Managers are the team troubleshooters. They must resolve conflicts and use their lateral thinking skills to approach problems from different angles.
- **Firm Grasp Of The eLearning Industry:** As new tools and techniques emerge, a good eLearning Project Manager will be aware of industry shifts. They will also be able to incorporate these new components into new eLearning projects.



How to become a **professional** Project Manager?



Schedule an eLearning Project Kickoff Meeting

Ask Your SMEs the Right eLearning Questions

Draft an eLearning Project Plan

Create an eLearning Project Schedule /Timeline

The reasons to use an eLearning project management tool vary, but it helps all of us and our customers too **easily organize and manage, collaborate, share resources.**

And these tools are: Wrike , Asana , Trello , Teamwork , Basecamp , Monday.com, Evernote Calendly , Dropbox , WeTransfer , G Suite , Coggle , Aitable , JIRA , Smartsheet.

U LEARN

B Y A N D R A
A R S E N E

THANK YOU!