Design Document: <<Insert Course Name>>

Prepared by: <<Insert Name>>

Date: <<Insert Date>>

Project Owner: <<Insert Name>>

Project Manager: <<Insert Name>>

# Project Scope

## Purpose

Select one of the following:

* New software skills/capabilities
* Upskill software skills/capabilities
* New soft skills/capabilities
* Upskill soft skills/capabilities

# Needs Assessment Overview

<Insert key learnings from needs assessment here.>>

## Learning Goal

<What does success look like? One statement of purpose, details will be outlined below.>>

## Audience

<Define the audience for the course as clearly as possible. If a learner persona exercise was conducted, include the details in this space, including why the target audience was selected as the appropriate target for the course.>>

## Proposed Deliverables

<Select deliverables that you believe will be included in the course at this point in time.>>

* Lesson plan
* Learning deck
* Job Aids/Handouts
* Storyboard
* eLearning
* Video Script
* Video
* Audio Script
* Knowledge Check
* Simulations
* Assessment(s)
* Course evaluation

## Method

<Describe the delivery method you have selected for this course, i.e., self-directed, eLearning, instructor-led (synchronous/asynchronous, virtual). Add supportive reasoning for the delivery method you have selected.>

## Training Time

<Estimate how long the training course should take participants to complete.>

## Administration

<How will the course be scheduled and advertised? Make sure people who are supporting the course administration are included in the Roles & Responsibilities section.>

## Opportunities & Challenges

<List any foreseeable opportunities and challenges that may arise from the training, so that they can be addressed or mitigated through course development, project management, or change management.

# Course Development Management

## Roles & Responsibilities

<List of all people involved in creating the course. Include yourself, stakeholders and subject matter experts, and reviewers you may consult with throughout the development of the course. Include the amount of time the person will need to devote to the project to ensure successful project completion.>

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Title/Team | Role/Skill Set | Allocation % |
| Jane Doe | Sr. Instructional Designer/Leadership Training | Instructional Design & Facilitation | 50% |
|  |  |  |  |
|  |  |  |  |

## Schedule

<Create a high-level project timetable, including major milestones. Keep in mind, the project steps listed below illustrate initial course kick-off and design document activities but can vary by project. Additional training development activities will need to be added to create a full schedule.>

|  |  |  |  |
| --- | --- | --- | --- |
| Activity | Owner | Start Date | Finish Date |
| Course Discussion | May Smith | XX/XX/ 20XX | XX/XX/ 20XX |
| Needs Assessment | Jane Doe | XX/XX/ 20XX | XX/XX/ 20XX |
| Learner Persona Assessment | Jane Doe | XX/XX/ 20XX | XX/XX/ 20XX |
| Create Design Document | Jane Doe | XX/XX/ 20XX | XX/XX/ 20XX |
| Conduct Design Document Discussion | Jane Doe | XX/XX/ 20XX | XX/XX/ 20XX |
| Revise Design Document | Jane Doe | XX/XX/ 20XX | XX/XX/ 20XX |
| Design Document Sign-off | May Smith | XX/XX/ 20XX | XX/XX/ 20XX |

## Major Milestones

<Include a list of the major milestones and ensure they are represented on the schedule.>

* Design Document Sign off
* Milestone 2
* Milestone 3

# Course Content

## Course Objectives

At the end of this course, learners will be able to:

* List the objective here
* List the objective here
* List the objective here

## Topical Outline

<Create a top-level outline of all the topics included in the course, with enough detail so that anyone reading the design document will understand what the course is covering. Consider this the course outline, which should reflect the course flow, including activities and facilitation guide or storyboard best practices, like transition statements and module wrap-ups. This outline will be used as the basis for the facilitation guide development.>

## Course Evaluation

<How will the course be evaluated? Make sure the evaluation component is listed in the deliverables section.>

# Approvals

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Instructional Designer Training Manager

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Project Owner Stakeholder