

Project Title:

Subtitle

Client name, title [date]

Client name, title [date]

Client name, title [date]

Training name, Project Manager [date]

Training name, Instructional Designer [date]

Information technology name, Webmaster [date]

Issued by [name of person who wrote design document]

Date [date it is sent to reviewers]

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Executive Summary

[Provide a brief one-page explanation of the need created by a gap in skills and knowledge. Explain how this Web-based training program will fill that gap.]

Introduction

[Use this section to set the context for your Web-based training program.]

Background

[Describe the organization for which this project is being developed. Help the reader to understand the reason you have selected a Web-based training solution, (e.g., geographically dispersed learners and limited availability of subject-matter experts to travel to remote sites.)

Opportunity Statement

[Describe the gap in skills and knowledge identified in your needs assessment. Explain how filling the gap will provide an opportunity for increased profits, reduced litigation costs, or faster times to market.]

Audience

[Describe the intended audience or learners. Define learners based on job title and provide details regarding the expected entry-level skills and learner characteristics.]

Goals and Objectives

[Use simple language to state the goal. Tell the reader what participants will be able to do after they have completed this program.

Provide seven to twelve high-level objectives that describe in detail what observable behavior participants will be able to demonstrate, under what conditions, and to what degree of perfection.]

Instructional Strategy

[Use this section to provide an overview of the look and feel of the program.]

Information Presentation

[Describe how the content of the course will be presented, e.g., role plays, text-based, or collaborative learning.]

Student Participation

[Describe how the learner will participate during the lesson, e.g., reading, text-chat, exercises, or dialogue with instructor.]

Evaluation Strategy

[Describe how the learner's mastery of the content will be assessed, e.g., tests, quizzes, or on-the-job performance.]

Navigation Map / Treatment and Web-Based Training Outline

[Use this section to provide an overview of how the program is structured.]

Navigation Map

[If you are creating Web computer-based training, Web-electronic performance support systems, or Web virtual asynchronous classroom programs include a navigation map. Create a sketch that shows how the learner will be able to move through the program. *Note:* This is not required for Web virtual synchronous classroom programs.]

Treatment Statement

[This is required for W/VSC because it helps the reader understand the program's format (i.e., talk show format, structured demonstration of product features, or audience call-in program.)]

Web-Based Training Program Outline

[Develop an outline for your lesson(s). Include the following information:

Lesson Title

Goals

Length

Content

Learning Activities

Evaluations

This process should be repeated for each unit.]

Resources

[Use this section to describe the people, hardware, and software required at each phase of development.]

Design

Staff [List the staff members required to design the WBT program. Include the expected skills and knowledge of each staff member.]

Hardware [List the hardware required, such as servers, work stations, video cameras and microphones. Include minimal specifications or specific model numbers if possible.]

Software [List the software required to design the WBT program. Include version numbers and the platform on which the software must run.]

Development

Staff [List the staff members required to create or to develop the WBT program. Include the expected skills and knowledge of each staff member.]

Hardware [List the hardware required, such as servers, work stations, video cameras and microphones. Include minimal specifications or specific model numbers if possible.]

Software [List the software required to develop the WBT program. Include version numbers and the platform on which the software must run.]

Delivery and Maintenance

[Use this section to list the resource requirements for the training team and the learners. Even if you do not plan to pay for the software or hardware required by students, flag what they will need so that the field organization can make necessary arrangements.]

Staff [List the staff members required to deliver and to maintain the WBT program. Include the expected skills and knowledge of each staff member.]

Hardware [List the hardware required, such as servers, work stations, video cameras and microphones. Include minimal specifications or specific model numbers if possible.]

Software [List the software required to deliver and maintain the WBT program. Include version numbers and the platform on which the software must run.]

Program Management

[Use this section to talk about the "nuts and bolts" of how much the project will cost, who will be responsible for what, and when things will be completed.]

Timeline

[For your first project, break tasks down into small activities and assign each activity a start and stop date and someone to follow up.]

| Activity | Start Date | End Date | Responsible Person | Comments |
|-----------------|-------------------|-----------------|---------------------------|-----------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Roles and Responsibilities

[Use this section to list the roles and responsibilities of team members internal and external to the organization.]

| Role | Name | Description of Responsibilities |
|------------------------|-------------|--|
| Instructional designer | | |
| Project manager | | |
| Subject-matter expert | | |
| Webmaster | | |
| | | |

Budget

| Item | Description | Cost |
|------------------------------------|--------------------|-------------|
| Hardware | | |
| PCs | | |
| Servers | | |
| Network | | |
| Headsets | | |
| Microphones | | |
| | | |
| Software | | |
| Browsers | | |
| Web-based training pkg. | | |
| Graphics pkg. | | |
| Audio pkg. | | |
| Animation | | |
| Video compression | | |
| Tracking/reporting software | | |
| | | |
| Staff: Internal | | |
| Training Dept. | | |
| Information Tech Dept. | | |
| Field Organization | | |
| Subject-matter expert | | |
| | | |
| Staff: External | | |
| Consultants | | |
| Talent (narrator) | | |
| Photographer | | |
| | | |
| Services | | |
| Networking | | |
| Graphics | | |
| Internet service provider (ISP) | | |
| Stock images/video | | |
| | | |
| TOTAL | | \$ |

Risks and Dependencies

[Describe things beyond your control that may influence the success of your program, e.g., the company standard is a browser that does not support your program.]

Deliverables

[List the items to be given to the client at the close of the project.]

Files

[List the files will be given to the client.]

Documents

[List and describe the documents that will be produced and delivered to the client.]

| Document | Description |
|-----------------------|--|
| Weekly status reports | A weekly status report will be e-mail to the following members of the [clients name] organization <ul style="list-style-type: none"> • [name] • [name] • [name] |
| Flow charts | This document provided a visual overview of the program's structure. |
| Storyboard | This document provided an overview of how the program will look and operate. |
| Script | This document includes the complete instructor dialogue and recommendations for pacing and time for each lesson. |
| Student guide master | [Describe what is in the student guide] |