Design Document Worksheet

Directions: Use this worksheet to reflect on design questions. When you have completed the worksheet, review it with the development team.

Introduction

Describe the organization for which the training is being developed. What gap in skills and knowledge will this program fill?

Who are the learners?

What is the goal of the program?

List five to seven objectives.

1.

2.

3.

4.

5.

6.

7.

Instructional Strategy

How will the information be presented (text, lecture, CBT)?

How will learners participate (answer questions, role play, discussion)?

How will you determine whether the learners have mastered the content of the course (test, quiz, performance-based assessment)?

Navigation Map/Outline

On a separate sheet of graph paper, sketch a navigation map.

On a separate sheet of paper create an outline for each lesson in your course. Be sure to include: title, goal/objectives, length, content, learning activities, and assessment of this lesson.

Resources

Before answering the following questions, see Chapter Four for a list of possible team members.

DESIGN PHASE

Who is needed to help you design the program?

What software, hardware, or equipment do you need?

DEVELOPMENTAL PHASE

Who is needed to help you develop and create the program?

What software, hardware, or equipment do you need?

DELIVERY PHASE

Who is needed to help you deliver and maintain the program?

What software, hardware, or equipment do you need?

Project Management

Create a timeline and list the major milestones for this project.

Activity	Start Date	End Date	Comments

What are the roles and responsibilities of each team member? *(List what you expect of each person identified in the Resources section.)*

Create a line-item budget. List all expenses related to this project: software, stock images, music libraries, consultants, and internal cross-charges.

Description of Item   **Cost**

_____

_____

_____

_____

_____

_____

_____

TOTAL

List the risks and dependencies (things that are beyond your control) so that others are aware of anything that may affect development dates, product functionality, and performance of the course.

Deliverables
What tangible items will be given to the client during the project (e.g., storyboards, pilot lessons, weekly reports)? Describe the items.

What are the final deliverables or items that will be given to the client at the end of the project (e.g., HTML files, images, master CD-ROM, Java or X-Active code)? Describe the items.