Course Design Plan

[System/Product Name or Topic/Department]

[Course Title]

Prepared By:	*[Name of Instructional Designer]*
Revised By:	*[Reviser Name]*
Document Version:	*1.0*
Effective Date:	*[YYYY Month DD]*
Course ID:	*EL_[code]*

Approvals

The undersigned acknowledge that they have reviewed this Course Design Plan and agree with the information presented in this document. Changes to this Course Design Plan will be coordinated with, and approved by, the undersigned, or their designated representatives.

Approver (Title/Role)	Name	Approval Via	Date
Representative			[DD Month YYYY]
Manager of Self-paced Learning	Matt Miele		[DD Month YYYY]
Stakeholder 1	[Name]		[DD Month YYYY]
Stakeholder x	[Name]		[DD Month YYYY]

Version History

Ver #	Effective Date	Revised By	Description	Filename
1.0	[YYYY Month DD]	[Reviser Name]	First Draft	CDP_[course ID]_v1.docx

Table of Contents

1.0 Purpose of Course Design Plan

The information presented in this plan supercedes the information presented in the related Training Plan.

The purpose of this Course Design Plan is to obtain input and approval from stakeholders and subject matter experts on the following course elements:

- Course information
- Learning objectives
- Content at the topic/subtopic Level
- Topic/subtopic order (course flow)
- Multimedia, exercises, and activities

2.0 Related Training Plan

This Course Design is based on information from the following Training Plan:

[Insert Training Plan name and location or "There is no training plan associated with this course."]

3.0 Course Information

Information Type	Information
Course Name	[Course Title]
Course ID	EL_[code]
Course Description	[Insert Course Description]
Audience	[Insert Audience Description]
Course Objective(s)	Upon completion of this course, the student should be able to: • [Insert Course Objective] • …
Delivery Method (Modality)	**eLearning (ELN)** - This course consists of a self-paced web-based presentation. It may include demos, videos, whiteboards, and other multimedia as well as learning checks and a final assessment. **Instructor-led Training (ILT)** - This course consists of an instructor-led presentation and classroom discussion. It may also include system demonstrations, case studies, and student exercises, and labs. **Video ILT (VILT)** – This course consists of a recorded instructor-led presentation and classroom discussion. It may also include system demonstrations, and case studies. **Virtual Classroom (VC)** - This course consists of a live virtual instructor-led presentation and classroom discussion. It may also include system demonstrations, case studies, and student exercises, and labs. **Virtual Classroom Recorded (VCR)** - This course consists of a recorded virtual

Information Type	Information
	instructor-led presentation and classroom discussion. It may also include system demonstrations and case studies.
	eLab (ELB) – This course consists of a self-paced web-based lab. It may also include demos, videos, and other multimedia.
	Virtual Lab (VL) - This course consists of a live instructor-led virtual lab.
	Training Advisory Note (TAN) – This course consists of a short document.
Lecture/Lab Ratio	xx/xx
Prerequisites	Participants for this training must complete the courses listed below or have the identified knowledge: • [Enter specific prerequisites.]
Course Duration	Estimated at: [X days/hours]

4.0   Information Resources

These are resources that will help design and develop the course. They may be Wikis, Presentations, Documents, other training, etc.

Resource	Description
[Resource]	
[Resource]	
[Resource]	

5.0   Project Resources

Members from the following groups are needed as logistical and informational resources for the development of this training. In addition, some of these resources will be identified as members of the course content review team to provide feedback on the course materials but their lack of input will not prevent the project from continuing.

Role	Name	Location
Stakeholder	[Name]	[Location]
SME	[Name]	[Location]
Peer Instructional Designer	[Name]	[Location]
Instructor (ILT)	[Name]	[Location]

6.0   Final Courseware Deliverables

These are the intended deliverables for this course:

- Instructor Slides
- eLearning Course
- Student Resource Guide
- Lab Guide
- Demos
- Multimedia
- Job Aids
- [Other]

7.0   Contingencies and Risks

These are the factors that may adversely impact the estimated schedule:

- SME Availability
- Vacation
- Scope Creep/Change
- Stakeholder/SME Turnover
- System/Resource Instability
- [Other]

8.0   Milestones

Base the milestones on an average project timeline of 9 weeks.After the Final CDP is approved, a project schedule will be created that will be used to track/modifiy the project timeline.

Milestone	Projected Completion Date
Analyze Phase	
Draft Course Design Plan	YYYY Month DD
Propose Phase	
Final Course Design Plan	YYYY Month DD
Develop Phase	
Published Draft Course	YYYY Month DD
Review Phase	
Technical Content Review (TCR)	YYYY Month DD - YYYY Month DD
Edited Course Based on TCR	YYYY Month DD
(Optional for eLabs) Pilot	YYYY Month DD
Produce Phase	
Published Final Course	YYYY Month DD

Milestone	Projected Completion Date
Announce/Delivery Phase	
General Availability	YYYY Month DD

9.0   Simple Course Outline

For a more detailed layout of the course, see the next section.

0.0 Introduction
    0.1. Course Overview
    0.2. Course Modules
1.0 Module or Topic 1
2.0 Module or Topic 2
3.0 Module or Topic 3
4.0 Module or Topic 4
5.0 Course Conclusion
    5.1. References and Resources
    5.2. Course Summary
    5.3. Final Assessment
    5.4. Course Feedback

10.0 Course Design

Topic 0:   Course Introduction

Overview	
Topic Purpose: This introductory topic provides general course information including a description of the course and target audience. It also delineates what the student should be able to do after successful completion (course learning objectives). A list of the topics included in the course is also presented. **Course Description:** [Insert course description for students.]	**Course Learning Objectives:** Upon completion of this course, the student should be able to: • [Insert Course Learning Objective] • …

Topic 1:   [Topic Title]

Topic Overview			
Topic Purpose: [Insert topic purpose for reviewers.]			

Topic Outline	Topic Description	Topic Development Notes/Information	Multimedia Proposed
1.1 [Topic] 1.1.2 Subtopic 1.1.2.1 Subtopic			

Topic 2:   [Topic Title]

Topic Overview
Topic Purpose: [Insert topic purpose for reviewers.]

Topic Outline	Topic Description	Topic Development Notes/Information	Multimedia Proposed

2.1 [Topic]
  2.1.2 Subtopic
    2.1.2.1 Subtopic			

Topic 3:   Course Conclusion

Module Overview
Topic Purpose: [This section provides a conclusion to the course. It includes references and resources, a course summary, a final assessment, and a method for providing feedback on the course.]

Topic Outline	Topic Description	Topic Development Notes/Information	Multimedia Proposed
3.1 References and Resources	This slide lists provides links to any important relevant information (either already mentioned in course or additional material.		N/A
3.2 Course Summary	This slide(s) restates some of the most important points in the course.		N/A
3.3 Final Assessment	This is a quiz that tests the students' grasps of the learning objectives.		N/A
3.4 Course Feedback	This slide provides a link to a course evaluation.		N/A

11.0 Course Design

Module 0:   Course Introduction

Overview	
Module Purpose: This introductory section provides general course information including a description of the course and target audience. It also delineates what the student should be able to do after successful completion (course learning objectives). A list of the modules included in the course is also presented. **Course Description:** [Insert course description for students.]	**Course Learning Objectives:** Upon completion of this course, the student should be able to: • [Insert Course Learning Objective] • …

Module 1:   [Module Title]

Module Overview	
Module Purpose: [Insert module purpose for reviewers.] **Module Description:** [Insert module description for students.]	**Module Learning Objectives:** Upon completion of this module, the student should be able to: • [Insert Learning Objective] • …

Topic Outline	Topic Description	Topic Development Notes/Information	Multimedia Proposed
3.5 [Topic] 3.5.2 Subtopic 3.5.2.1 Subtopic			
3.6 Module Review	The closing topic recaps the important information and gives the opportunity do a learning check.		
3.6.2 Summary	Summarize key information presented in the module.	Provides opportunity to reinforce the major points of the module.	
3.6.3 Learning Check	Provides opportunity to reinforce the information presented in this module and to gain a sense of student understanding of the topics.		

Module 2:   [Module Title]

Module Overview	
Module Purpose: [Insert module purpose for reviewers.] **Module Description:** [Insert module description for students.]	**Module Learning Objectives:** Upon completion of this module, the student should be able to: • [Insert Learning Objective] • …

Topic Outline	Topic Description	Topic Development Notes/Information	Multimedia Proposed
3.7 [Topic] 3.7.2 Subtopic 3.7.2.1 Subtopic			
3.8 Module Review	The closing topic recaps the important information and gives the opportunity do a learning check.		
3.8.2 Summary	Summarize key information presented in the module.	Provides opportunity to reinforce the major points of the module.	
3.8.3 Learning Check	Provides opportunity to reinforce the information presented in this module and to gain a sense of student understanding of the topics.		

Module 3:   Course Conclusion

Module Overview
Module Purpose: [This section provides a conclusion to the course. It includes references and resources, a course summary, a final assessment, and a method for providing feedback on the course.]

Topic Outline	Topic Description	Topic Development Notes/Information	Multimedia Proposed
3.9 References and Resources	This slide lists provides links to any important relevant information (either already mentioned in course or additional material.		N/A
3.10 Course Summary	This slide(s) restates some of the most important points in the course.		N/A
3.11 Final Assessment	This is a quiz that tests the students' grasps of the learning objectives.		N/A
3.12 Course Feedback	This slide provides a link to a course evaluation.		N/A

End of document