

E-Learning Design Document Template



Project Summary

Overview

Course Length

Target Audience

Course Goal

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Content

Available Source Material

Course Objectives

Course Outline

Content Design Concepts

Style Guide

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Project Management

Project Team

Name	Role	Organization/Dept.
	Project Manager	
	Writer/Instructional Designer	
	Developer	
	Subject Matter Expert	
	LMS Integration Specialist	

Who Is Reviewing?

- Storyboards:
- Online Drafts:

Weekly Meeting Information

- Schedule:
- Online Meeting Room:
- Conference Dial-In Number:

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Technical Requirements

LMS

- LMS Compatibility:
 - Standards version:
 - Passed/Completed/Failed/Incomplete value for LMS:
 - Completion based on:

Target Platforms

- iPad Compatible: Yes or No (If yes, also specify iPad version and/or iOS compatibility)
- Android Compatible: Yes or No (If yes, also specify Android device and version compatibility)
- Primary Browser:
- Operating Systems and Browsers—final content will be functional on:
 - _____
 - _____

Other

- Section 508 Compliant:
 - ☐ Yes
 - ☐ No
- Authoring Tool:

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Testing and Assessments

Pre-Test

Pre-Test:

- ☐ Yes
- ☐ No

Post-Test

Post-Test:

- ☐ Yes
- ☐ No
- How many attempts per question?
- Randomized?
- Can they leave in the middle?
- Can they go back and change an answer?
- Do they see feedback after answering or only at the end?

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- Can they review?
- Can they retry?
- Passing score?

Media and Text

- Audio:
- Narrator:
- Image Sources:
- Video:
- Character Dress Code:

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- Translations:
- Social Media Options:

User Interface Design

Navigation

- Can learners jump around the course?
- Must learners complete all elements of a page before continuing?
- Must they answer reinforcement questions correctly before they're allowed to continue?

Look and Feel

- Logo and Usage:
- UI Colors:
- Fonts: