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| --- | --- |
| **Project Name** |  |
| **Delivery Date(s):** |  | **Instructional Designer(s):** |  |
| **Deliverables:** | * eLearning
 | * Job Aid/QRC/Coaching Card
 |
| * Video
 | * Participant Guide/Workbook
 |
| * Virtual/Webinar
 | * Pre-work Materials
 |
| * Presentation(PPT)
 | * Sustainability Sessions(s)
 |
| * Facilitator Guide
 | * Other
 |
| Notes: |
| **Hours of Training Content to be Developed:** |  |
| **Estimated Development Time:** |  | ATD Development Time Estimates (pure development time/desk time)1 hour ILT = 40 hours development time1 hour eLearning = 6-8 weeks development time |
| **Training Outline** |
| **Topic** | **Learning Objectives** | **Activities/Skill Checks** | **Training Time** | **Approx. Dev Time** | **Method** |
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| **Total Learning Time:** |  | **Total Approximate Development Time:** |  |
| **Sign-off** |
| **Name** | **Title** | **Approval Date** |
|  | **Instructional Designer (ID)** |  |
|  | **Learning Consultant (LC)** |  |
|  | **Learning Manager (LM)** |  |
|  | **Subject Matter Expert (SME)** |  |
|  | **Business Partner** |  |