|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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 time  1 hour eLearning = 6-8 weeks development time | | | |
| **Training Outline** | | | | | | | |
| **Topic** | **Learning Objectives** | | **Activities/Skill Checks** | | **Training Time** | **Approx. Dev Time** | **Method** |
|  |  | |  | |  |  |  |
|  |  | |  | |  |  |  |
|  |  | |  | |  |  |  |
|  |  | |  | |  |  |  |
|  |  | |  | |  |  |  |
|  |  | |  | |  |  |  |
|  |  | |  | |  |  |  |
|  |  | |  | |  |  |  |
| **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** | | |  | |