

Instructional Design Template

This template is intended to be used by instructional designers who will be responsible for designing a blended learning course (blended learning is defined as course that is delivered using at least one face-to-face event and one self-directed event) in the business setting.

Complete each section of the template in order. Enter N/A for any elements that are not applicable. The success of the course implementation relies on your understanding of the project's parameters and requirements.

Criteria	Description/Data
Course Name	
Project Number	
Budget	
Project start and completion dates	
Project Sponsor(s) and title(s):	
Course description	
Course Length (this can be days, or hours)	
Prerequisites and/or pre-work	

Criteria	Description/Data
Audience Description and demographics	
Program Goal(s)	
Learning Objectives	
Technology Parameters (i.e., LMS, mobile devices, desktop, applications, hardware, live meeting tools, etc.)	

Criteria	Description/Data
<p>Content outline (Your outline should represent the flow of the content, the media you will use, and the format. For example, the introduction will be delivered via a podcast, KOLs will be in live broadcasts via GoToMeeting, and roles plays will done in a live workshop)</p>	
<p>Support Materials (include peripheral materials such workbooks, references materials, case studies, etc.)</p>	
<p>Assessment (describe how assessments will occur, i.e., will the assessment occur online in the; will the assessments be tracked and graded, will the assessment results be reported to back to managers, etc.)</p>	
<p>Post Training Mentoring and Coaching (include how the mentoring and coaching will occur, and what tools will be used)</p>	