Design Phase Objectives and Outputs

This simple chart will keep you on track to meet the key objectives of the design phase and produce the outputs that will document achievement of those objectives.

Key Objectives	Outputs		
Design Program Structure and Format	Design Document	Prototypes	Project Plan
Develop Instructional Strategy			
Determine Assessment and Evaluation Methods			

Design Document

This template will help you collect and organize the information you will need to create a blueprint for the project. Some of the data will come directly from the Analysis Phase Template, and some will be new as you begin to explore and determine your design choices.

Design Document	
Project Context and Objectives	
Course Title	
Project Context and Objectives	
Benefit/Risk Profile	
Purpose of the Course	
End Objectives	
Corporate Support	
Project Scope: Requirements and Resources	
Cost/Budget	
Timelines	
Standards	
Resources	
Communications Campaign	

Design Document	
Program Requirements	
Audience Profile	
Learning Environments	
Versions Required	
Program and Course Objectives	
Learning Objectives	
Performance Transfer Objectives	
Course Sources, Format and Structure	
Content Sources	
Number of Modules/Content Outline	
Module Format and Structure	
Course Length: Content Presentation	
Course Length: Interactions	
Content Management and Curation	
Instructional Strategy	
Content Presentation	
Media Strategy and Modalities	
Application of Learning Theory	
Assessment and Evaluation/Strategy and Process	
Formative Assessment	
Summative Assessment	
Development Tools	
Content Tools	
Design Tools	

Design Document	
Authoring Tools	
Media Tools	
Other Tools	
Project Plan	
Format and Controls	
Sign-Offs	