

Training Department Name

Project Name

High-level Design Document

Draft

Current Date

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Purpose of this Document

This document summarizes learning opportunities that the instructional designer for [xyz department](#).

The instructional designer conducted an analysis to review your request and determined the needs of the targeted audience. In this document, the instructional designer presents a summary of this analysis along with recommendations.

Sponsor Approval

Sponsor name

Date

Executive Summary

This [name of the course] is designed to provide [target audience] with the knowledge and skills required to [explain the required performance]. Modules included in this sequence of learning events are as follows:

You may want to create a table that describes the modules and their delivery type. For example:

Module Name	Audience	Delivery
Module 1	Audience 1, 2, & 3	Web-based Training
Module 2	Audience 1	Self-study paper-based Training
Module 3	Audience 2 & 3	Lab Setting

Targeted Audience

Describe all members of target audience. If the purpose of this high-level design is to address how an audience uses an application, then state how this application impacts their day-to-day job activities. Include audience size, location, experience characteristics, and any other contributing information. Clarify if the audience is homogeneous or heterogeneous. If the latter, explain any subgroups that can be identified. Subgroups may receive their own sequence of learning events. This section should prepare your “Sequence of Modules for Each Targeted Audience” discussion listed later in this document.

Tasks Analysis

Use this section to describe all the tasks that need to be performed, the current state of executing these tasks, and the gap between the current state and the desired state. Also include the level of skill that each person needs to perform the tasks, any specific equipment, tools, or other resources they may need for competent performance, and any underlying principles, pitfalls, and tips or tricks that the person needs to know to successfully accomplish the tasks.

Learning Goals

State the overriding goal(s) of the learning opportunities. These should be stated broadly and not tied to specific behaviors. State the tasks that will be covered by the learning events. Describe tasks that will not be included and state why.)

Modules

Describe the sequence of the modules. Diagram complexities. Match modules with targeted audiences. For each sequence, do the following:

- Describe the sequence of modules for each targeted audience.
- Clarify any prerequisites or if specific modules have prerequisites.
- If instructors are needed, describe their roles, expected responsibilities, minimum qualifications, and how the instructors will be certified.
- List the modules and the delivery method for each module. Estimate the approximate, desired length for each module.

Deliverables

List module deliverables. Include details of any walk-away items.

Evaluation Plan

Determine the type of evaluation that will be used for specific modules.

Formative

List the formative evaluation techniques that you'll use to strengthen the learning.

Summative

Describe the summative evaluation plan that you'll use. Include any metrics that will help determine the course lifecycle.

Assessment Plan

Describe how you will assess knowledge and skill development.

Maintenance Plan

Explain how you will manage needed changes. Estimate the lifecycle of the set of modules.