Design Document:  
<Client Name - Course Name>

# Project Summary

## Overview

<Insert course overview description here>

## Course Length

<Insert estimated course length and any constraints that govern it>

## Target Audience

<Insert description of the target audience>

## Course Goal

<Insert course goal here>

# Content

## Available Source Material

<Insert information about the available source material>

## Course Objectives

<Insert course objectives here>

## Course Outline

<Insert course outline here>

## Content Design Concepts

<insert any additional design concepts that were discussed or included in the contract>

## Style Guide

<Insert details about what style guide is to be used>

# Project Management

## Project Team

|  |  |  |
| --- | --- | --- |
| **Name** | **Role** | **Organization** |
|  | Project Manager | Vendor |
|  | Writer / Instructional Designer | Vendor |
|  | Developer | Vendor |
|  | Production Coordinator | Vendor |
|  | Project Manager | Client |
|  | Subject-Matter Expert | Client |
|  | LMS Integration Specialist | Client |

## Who is Reviewing?

* Storyboards
* Online Drafts

## Project Kickoff Date

<Insert the date of the project kickoff meeting>

## Weekly Meeting Information

* Schedule:
* Online Meeting Room:
* Conference Dial-In Number:

# Technical Requirements

## LMS

* **LMS Compatibility:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + **Standards version:**
  + **Passed/Completed/Failed/Incomplete value for LMS:**
  + **Completion based on:**

## Target Platforms

* **iPad Compatible:** Yes or No (if Yes, also specify iPad version and/or iOS compatibility)
* **Android Compatible:** Yes or No (if Yes, also specify Android device and version compatibility)
* **Primary Browser:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Operating Systems & Browsers** - final content will be functional on:
  + Xxx
  + Xxx
  + Xxx
  + xxx

## Other

* **Section 508 Compliant:** Yes or No
* **Authoring tool:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Testing and Assessments

## Pre-Test

Pre-Test: Yes or No?

## Post-Test

Post-Test: Yes or No?

* How many attempts per question?
* Randomized?
* Can they leave in the middle?
* Can they go back and change an answer?
* Do they see feedback after answering or only at the end?
* Can they review?
* Can they retry?
* Passing score?

# Media & Text

* **Audio:**
* **Narrator:**
* **Image Sources:**
* **Video:**
* **Character Dress Code:**
* **Translations:**

# User Interface Design

## Navigation

* Can students jump around the course? Yes or No
* Must students complete all elements of a page before continuing? Yes or No
* Must they answer reinforcement questions correctly before they can continue? Yes or No

## Look and Feel

* **Logo and usage:**
  + On every slide? Or OK on just 1st & last slides?
* **UI Colors:**
* **Fonts:**