

## **Common Services Functional Specialist**

- **Course Design Document**

### **1. About the Document:**

This design document specifies all the decisions made about the course up to this time, including:

- Purpose of the course
- Intended outcome of the course
- Audience description
- Delivery method(s)
- What to train
  - High level outline
  - Detailed lesson outlines
- Objectives of each lesson
- Assessments/exercises for each task

### **2. Purpose of the Design Document:**

The purpose of the design document is to obtain agreement with all stakeholders about the vision and plan for the course. These parties include:

- Internal clients (BU SME's) and reviewers
- Team members (iLD) working on the course
- External clients, if any

### **3. Sign-off:**

Obtaining sign-off on the design document is important in ensuring agreement on the plan at this point. Once an agreement is secured from key stakeholders work on developing the course materials can begin.

An approved course design document is required to release a course as an official curriculum

#### **Key stakeholders for Design sign-off**

- Designated Leader from BU (for BU developed courses)
- Head of iLD

### **Contents of a Design Document**

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**Purpose of the Course:**

This Course provides an overview of the Common Services module, which facilitates the banks to create and maintain Common Data which are referred during various product processing

**Audience Description:**

Pre-sales, Business Analysts, and all those working on the Common Services application.

**Course Objectives:**

After completing this course, the learner will:

- Achieve a detailed view of the Common Services Module used by the banks to create and maintain Common Data that is referred during various product processing.
- Understand centralized configuration of Alerts, Charges, Reports etc. which are consumed by all the Products.

**Learning Assessment:**

Common Services Functional Specialist Exam post the Training

**Instructional Strategies:**

Delphi - led instructor course

**Media:**

The course will utilize the following media

- Video

**Duration:**

This course is covered in a single block of 6 hours 92 minutes instructor led session.

- Pre Training Activity: Nil
- Post Training Activity: Common Services Functional Specialist Exam (Duration - 45 minutes)

**Course Scope:**

The course contains **8** lessons. The lesson brief is given below:

Lesson	Objective	Topic List	Delivery Method	Duration	Practice check Method	Annexure
1	Introduction	I. Introduction II. Introduction – 1	Video	14 minutes		
2	Reference Data	I. Calendar Master II. Currency Master III. Exchange Rate Card IV. Currency Pair V. Country Master VI. State Master VII. City Master VIII. City Group IX. Bank Master X. Other Branch Master XI. Our Branch Master XII. Clearing Member Identification XIII. GL Master	Video	15 minutes		
3	Charges	I. Charges Overview II. Charge Code Master – 1 III. Charges Package	Video	27 minutes		
4	Alerts	I. Alerts & N – Introduction II. Alert Message Template – 1 III. Alert Message Template – IV. Alert Subscription	Video	28 minutes		

		V. Alert Package				
5	Reports	I. Report	Video	34 minutes		
6	Common & iEOD	I. Common & iEOD	Video	26 minutes		
7	Bill Payments	I. Bill Payments II. Bill Payment Txt – 1 III. Bill Payment Txt – 2 Payer Registration - 1 IV. Payer Registration - 2	Video	55 minutes		
8	Optional Material	I. Common Services – Overview PPT II. Common Services – Application Demo	Video	2 hours 57 minutes		

**Activities Conducted:**

Activity #	Activity	Objective	Duration	Annexure
Nil	Nil	Nil	Nil	Nil

### **Development Tools**

Nil

### **Ownership**

The design and Development of the course is by Not Applicable

Course approved by Not Applicable

Course revision from time to time Not Applicable

Approved facilitators: Ashok Vedartham

### **Development Time**

Not Applicable

### **Support Requirements**

Not Applicable

### **Project Sign off**

Approved by :

Date :

Place :



