

Course Design Document –Template

Ver 1.0

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

Sr No	Content	Page Number
1	Purpose of the course	
2	Audience description	
3	Course objectives	
4	Learning Assessment	
5	Instructional Strategies	
6	Media	
7	Duration	
8	Course Scope -detailed outline by unit /module, including: <ul style="list-style-type: none">- Introduction- Objectives- Topic List- Duration- Practice check method	
9	Activities Conducted - detailed outline for each activity planned, including: <ul style="list-style-type: none">- Activity- Objective- Duration	
10	Developmental Tools	
11	Ownership and maintenance	
12	Development time	

13	Support requirements	
14	Project signoff sheet – ID, Project Manager, Client (internal or external)	

Purpose of the Course:

This course is designed to provide a functional understanding of Intellect Supply Chain Finance.

Audience Description:

Pre-sales, Business Analysts, Relationship Managers, Developers, Testers, Solution Architect, Consultant, Product Engineer, Service Delivery, Product Implementation

Course Objectives:

After completing this course, the learner will:

- Be provided with an explanation of what Supply Chain Finance is.
- Be able to understand how corporates run their day to day business
- Be aware of how efficient SCF is beneficial to their business.
- Be provided with a functional overview of the Intellect SCF system
- Have a walkthrough of the product demo

Learning Assessment:

There is

Instructional Strategies:

Media:

The course will utilize the following media

-

Duration:

This course is covered in a single block of _____ (Duration) instructor led session.

- Pre Training Activity:

- Post Training Activity:
- **Course Scope:**

The course contains _____ (**count**) lessons. The lesson brief is given below:

Lesson	Objective	Topic List	Delivery Method	Duration	Practice check Method	Annexure

(add further rows based on the content)

Activities Conducted:

Activity #	Activity	Objective	Duration	Annexure

(add further rows based on the content)

Development Tools

The course will be assembled and developed in Microsoft Word and PowerPoint. The following additional tools will be used as necessary:

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Ownership

The design and Development of the course is by _____ (mention along with designation)

Course approved by Dr.Vinay Menon – SVP iLD

Course revision from time to time by _____ (mention along with Designation)

Approved facilitators: _____ (mention along with Designation)

Development Time

Support Requirements

Project Sign off

Approved by :

Date :

Place :

