

**Training Design Document**  
 Project: *<Name of Project>*

Project Details	
Project Ownership	T&D Team Member: SME: Other:
Training Development Schedule	Development Timeframe: Review Deadline: Training Go-Live:
Support Requirements	
Sign Off Responsibility	

Training Description	
Purpose of the Training	
Audience	
Training Time	
Prerequisite(s)	
Course Scope	
Major Course Objectives	
Delivery Methods Instructional Strategies/	
Learning Assessment	
Tracking	

Development Information	
Initial Resource Materials	
Media & Documents	
Development Tools	

Course Outline
----------------

- *<Topic>*
  - *Related information*
  - *Related information*
- *<Topic>*
  - *Related information*