

EXHIBIT 7.1. TRAINING AND PERFORMANCE DESIGN SPECIFICATIONS DOCUMENT (TEMPLATE)

_____ Training Department

Draft: _____

This is principally an internal training department document. Clients are not usually interested in much of the detail in Part B through Part D of this document. However, some of it may be of interest, so parts of the design document (or all of it) may be shared with the client as necessary. The project manager has final approval authority on behalf of the client. The Performance Alignment Contract (PAC) is considered a permanent part of this document. The PAC is both the agreement with the client and the controlling document for the entire training and performance process.

Training Project

Project name

Original Author(s)

Name, Instructional Designer

Author's Department/Group

Name of department

Final Approval Required By

Approver's name (project manager)

I concur with the training and performance recommendations described in this document.

Approver (Name): _____ Date: _____

Approver (Name): _____ Date: _____

Approver (Name): _____ Date: _____

Part A: Performance Alignment Contract (PAC) (not shown in this exhibit; see Exhibit 6.1)

Part B: Training and Performance Solution Profile: provides overview of key parts of the training project

Part C: Development Timeline: provides timeline for development of each module and support components

Part D: Training and Performance Delivery Implementation Plan: provides a detailed delivery timetable and other logistical information

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EXHIBIT 7.1. (Template Continued)

Part B: Training and Performance Solution Profile									
Project: _____		Content Area: _____						Date: _____	
a. Training Module	b. Objectives	c. Training Mode	d. Learning Assessment Strategy	e. Prerequisites and Pre- Engagement Action	f. Contact Hours	g. Number of Sessions	h. Audience	i. Trainer(s)	j. Job Experts
k. AMR Strategy									
l. Transfer Action									

EXHIBIT 7.1. (Template Continued)

Part C: Development Timeline		Content Area:	Date:			
<p style="margin: 0;">a. Training Module</p>	<p style="margin: 0;">b. Module Support Component (Guiding objectives, enabling objectives, pre-engagement action, assessment or test instruments, media, e-support, role play scenarios, expert content review, supplier support, and so on)</p>	<p style="margin: 0;">c. Version # and Completion Date of Module</p>	<p style="margin: 0;">d. Transfer Action and Strategy and AMR Strategy Completion Date</p>	<p style="margin: 0;">e. Train-the-Trainer (room reservation and location)</p>	<p style="margin: 0;">f. Pilot Session Begins (room reservation and location)</p>	<p style="margin: 0;">g. Training Sessions Begin (room reservation and location)</p>

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EXHIBIT 7.1. (Template Continued)

Part D: Training and Performance Delivery Implementation Plan
 Project: _____ Date: _____
 Content Area: _____

a. Training Module	b. Population Size and Department	c. Date Training Sessions Begin	d. Date Training Sessions End	e. Suggested Class Size (min. and max.)	f. Length of Class and Number of Classes	g. Audio/Visual Required	h. Printed Material Required	i. Room Set-Up	j. Facilitators/Instructors	k. Delivery and Work Setting Execution			
										Pre-Engagement Action	AMR Strategy	Trigger the Transfer Strategy	
I. Transfer Strategy Implementation Plan and Timeline:										Document transfer strategy here and specify timeline.			