

## Course Analysis

**Course Title:** \_\_\_\_\_

**Course Manager:** \_\_\_\_\_

### Step 1. – Divide Course into Modules (online)

The following rules should be followed:

1. Module should have one primary learning objective/outcome (see options in 1<sup>st</sup> cell in Table below).
2. Module should be self-contained and of sufficient length.

### Step 2. – Complete the Following Data for Each Module (online)

#### Primary Info

Question	Response
Main learning outcome/objective of the course?	Software Skills Knowledge/Comprehension Skills Problem Solving Skills Psychomotor Skills Affective/ Behavioral Skills
Number of hours required to deliver the course	
Course start date [dd/mm/yyyy]	
Expected life of course [years]	
Number of trainees over the life of course	

## Feasibility Analysis

Question	Select One Option Only								
Main reason for the course	Certification Initial training Recurring/Refresher Upgrade knowledge Orientation Combination of the above None of the above								
Formal testing required for the course	Performance based Skill/Knowledge based Observe performance Not required								
Time to develop the course	Critically short (< 3 months) Short (< 6 months) Adequate								
Sufficient instructors to deliver the course	Critically short Short Adequate								
Time for the delivery of the course	Critically short Short Adequate								
Course content generic or organization specific	General 75% content general Organization specific								
Trainees location	Widely scattered (remote areas) Scattered (main cities) Local								
Data presently (or planned to be) collected?	Scores Survey Comments Combination of the above All of the above Not required								
Trainees work as a team when using the skills learned	Always Sometimes No								
Trainees evaluated after completing the course	<table border="0"> <tr> <td>Observe performance</td> <td>Essay writing</td> </tr> <tr> <td>Skill/Knowledge test</td> <td>On the job</td> </tr> <tr> <td>Oral presentation</td> <td>Group Projects</td> </tr> <tr> <td>Not required</td> <td></td> </tr> </table>	Observe performance	Essay writing	Skill/Knowledge test	On the job	Oral presentation	Group Projects	Not required	
Observe performance	Essay writing								
Skill/Knowledge test	On the job								
Oral presentation	Group Projects								
Not required									

Course include hands on exercises	Required Desired Not required Not applicable
Dangerous to practice learned concepts	Yes No Not applicable
Real equipment required for the delivery of training	Required, limited numbers Required, available on-site Not required
Difficult to simulate the real equipment	Very difficult Difficult Moderate Easy Not required Not applicable
Role-play critical in meeting the course's objectives	Required Desired Not required
How critical are guided discussions?	Required Desired Not required
How critical are teaming exercises?	Required Desired Not required
How critical are sharing experiences?	Required Desired Not required
How critical is audio?	Required Desired Not required
How critical is full motion video?	Required Desired Not required
How critical are still images?	Required Desired Not required
Trainers resistance to technology	High Medium Low

Trainees receptive to computers for learning	Yes No Do not know
Trainees reading ability	Adequate Not adequate
Trainee skill and proficiency level	Very diverse Diverse Uniform
Trainees' ability to travel	Very limited Limited Flexible Not applicable
Trainees access to a computer	Adequate Limited No access
Trainees access to a multimedia computer	Adequate Limited No access
Trainees access to video conferencing equipment	Adequate Limited No access Not applicable
Trainees access to Internet/Intranet	Adequate Limited No access
Minimum acceptable internet connection	14,400      28,800 33,300      56,000 ISDN      ADSL T1      T3
Application of Learned Skills	Complex (decision making) Cumbersome (Computation) Critical Used Infrequently Combination of the above Used frequently Used frequently and critical None of the above

## Cost Analysis

Question	Response
Percentage of course that changes each year Average annual salary of individuals taking the course Organization fringe benefits factor [%] Average number of trainees per class Average number of instructors per class Percentage of trainees that travel to the course Percentage of instructors that travel to the course Average per diem cost per individual [per day] Average travel cost per individual Average instructor annual salary Average consulting fees per class If course exists, Present Delivery Method	Instructor-led Print Tapes CBT/WBT EPSS Conferencing Internet Training Devices (Simulator) Virtual eality
Effort required to develop the course	Low Low to Medium Medium Medium to High High
Average cost of room rental per class Number of administrative required (per class) Cost of computer/hardware required by course	