



12.1 | Create: Production Specifications Worksheet

Use this blank production worksheet to plan the deliverables for your project. Refer to the VET case study example in Table 12.6 of *Streamlined ID* (2027) for guidance.

Client, Charge #, Course Title, Deadlines		
Content Summary & Project Purpose		
Learner Audience & Performance Context		
Delivery Mode(s) & Platform		
Scope/Organization		
Deliverables (Select & highlight all that apply)	☐ Content Presentations (self-paced or instructor-led, PPT, Storyline, _____). ☐ Downloadable and printable workbook. ☐ Homework, practice exercises, interactive activities. ☐ Quizzes: Graded Ungraded ☐ Assessments: Answer Keys Rubrics ☐ Additional resources/readings (articles, textbook, case studies, links, etc.) ☐ Instructor / Facilitator Guide ☐ Animations, simulations ☐ Other:	
“Look”: Aesthetics & Visual Design, Visuals	Client-requested visuals to use/modify, or visuals or layouts to create:	
	Recurring features: Theme: Tone: Iconography: Colors (RGB or hexadecimal codes): Image style, repeated images, icons, real photos: Font: Layout, spacing, & branding: Multimedia elements (videos, audio narration, interactive elements, animation style): Navigation conventions:	
“Feel” – Functionality & User Experience		
Module or Presentation Template Sets	☐ Title slide, Home & module pages ☐ Module/Section Introduction ☐ Learning objectives / Focus questions ☐ Module/Section Summary ☐ Main Content Topic / Sub-topic ☐ Resources / References / Contacts	☐ Multimedia ☐ Knowledge check / Quiz ☐ Activity / Interaction ☐ Discussion / Self-reflection ☐ Course Submission ☐ Navigation Instructions