

# Trainology QA Review

Content

Performance Outcomes are action oriented and identify what the participant should be able to do after course	Purpose of training identified.	Course completely addresses the requirements listed in the TAD.	Course was designed appropriately for the defined audience.	Course content includes engagement activities.
Course content links to real world application.	Provides review of important content.	Content is correct and satisfies performance objectives.	Content flow is easy to follow.	Content delivered in simple easy to understand 10 segments.
Script is free of errors (content, grammar, spelling, and punctuation)	Course length is appropriate for course content.	The course meets acceptance criteria defined by the business owner.		

Design

Consistent formatting is used.	Slide content is not too busy.	Numbering is consistent, if numbers are used	Rubik font . Use Rubik Semibold for bold font - consistent with style guidelines	Colors are consistent with style guidelines
Font size is 24 or larger.	Slides contain appropriate visuals.	Slides contain limited text w/ 4-6 bullets or a key sentence rather than paragraphs or long lists	Course plays appropriately in the LMS.	Mobile design