

Subject	Topics to Include
<i>Business Purpose</i>	<p>Maclin Security Management (MM) is a company that takes pride in safeguarding client privacy. Recently, there has been an influx of new employees because of 25% growth in the client base of the company. In the past, this training had been given to employees by having employees read a job aid. As a result, MM decided to develop a training module that can continuously be used for employees as part of their onboarding process.</p> <p>Currently, this training is for new and current employees to understand the types of information that MM handles, the level of privacy of the information, and how to handle it appropriately. MM wants 100% of their employees, new and current, to engage with this training because they want to ensure that all employees have had the same training. Moving forward, MM will utilize the module for all new employees, regardless of position, to ensure that 100% of employees working for MM have received training in information security. As a result of this training, Maclin Security Management employees will be more knowledgeable of types of information that MM handles, the level of privacy of the information, and how to handle it appropriately. By having this knowledge, MM's goal is to decrease their level of privacy breaches from 20% to 10% in the first year.</p>
<i>Target Audience</i>	<p>This training is for new and current employees at Maclin Security Management. Employees range from age 25 to 59 with varying degrees of education ranging from Bachelor's to Master's degrees. Some of the employees have a basic understanding of the information being presented in this module while others will be learning it for the first time. In the future, this module will be used for onboarding new employees, regardless of their hired position.</p>
<i>Training Time</i>	30-45 min

Design Document

<i>Training Recommendation</i>	<p>This training will be delivered in an</p> <ul style="list-style-type: none">● eLearning course using Storyline 360 on Information Security with scaffolded interactivity and knowledge checks● Includes voice over narration <p>This recommendation is made in order for the learner to fully engage with the content and to display their knowledge throughout and at the end of the course. As a result of using Articulate Storyline 360 with voice over narration a couple things can happen. First, the learner will be able to engage in a deeper way with a variety of interactions and quiz questions. Second, MM will be able to get results of the learner’s quiz for documentation purposes. In addition, this eLearning course will be able to be used for future employees as they onboard.</p>
<i>Deliverables</i>	<ul style="list-style-type: none">● 1 Design Doc● 1 Storyboard including script● 1 eLearning course using Articulate Storyline 360 covering 4 objectives in 1 welcome lesson, 3 content lessons and 1 summary and quiz
<i>Learning Objectives</i>	<p>At the end of this training, learners will be able to:</p> <ul style="list-style-type: none">● Describe the importance and components of privacy and security.● Identify different types of privacy.● Describe sanctions and consequences for misuse of privacy.● Explain how to appropriately share Controlled Unclassified Information (CUI).
<i>Training Outline</i>	<p>Module: Information Security</p> <ul style="list-style-type: none">● Lesson 1: Understanding Privacy and Security<ul style="list-style-type: none">○ What is Privacy and Security<ul style="list-style-type: none">■ 3 Principles of Privacy and Security■ Responsibility of federal organizations■ Maclin Security Managements Privacy Guidelines/Basics○ Why is Privacy and Security Important<ul style="list-style-type: none">■ 7 reasons information security and privacy are important○ Cybersecurity and Privacy

- 3 Pillars of cybersecurity
 - Triangle graphic to display how the pillars protect information
 - Purpose of the 3 pillars
 - Knowledge Check
- Lesson 2: Types of Privacy
 - 3 types of privacy
 - PII, SPII, CUI
 - Each type will be its own button with the acronym spelled out
 - Controlled Unclassified Information
 - Protecting CUI & Sharing CUI (tab interaction)
 - each one will be its own tab with information on how to protect and share CUI
 - After learning about how to share CUI, the learner will be taken to another tab to show the Limited Dissemination Markings that will show up on the documents to educate deeper on who to share CUI with..
 - Knowledge Check
- Lesson 3: Sanctions and Penalties
 - Sanction & Penalties for misuse of PII and SPII
 - Criminal and Civil Sanctions
 - Criminal and Civil Penalties
 - Knowledge Check
- Lesson 4: Summary & Quiz
 - Summary
 - Review of course objectives and learning that took place
 - Introduction to Quiz
 - 6 questions
 - score of 80% or higher to pass
 - Quiz
 - 6 questions with varying formats
 - Results
 - must score an 80% to pass
 - any score below 80% will prompt the learner to review the quiz and try again
 - Congratulations
 - Celebrate for passing the course
 - Exit Course button

Evaluation Plan

- Knowledge Checks at the end of each lesson
 - This will be 1 question that will give the learner 2 attempts unless it is a question that the learner only has 2 options
 - Feedback will be given after each attempt of the Knowledge Check (Correct, Try Again, Incorrect)
 - The incorrect feedback will inform the learner of the correct answer.
- Graded Quiz
 - 6 questions that are aligned with the Learning Objectives
 - 80% or higher to pass the course
 - Multiple attempts to pass the quiz
 - Learner will have an option to review the quiz if they don't pass
 - Questions will be presented in a variety of formats including but not limited to:
 - multiple choice
 - multiple answer
 - drag and drop
 - matching