Design Document

How to Start Budgeting in Your 20s

Business Purpose	Personal Finance Guru, Inc. is a company that partners with employers to help provide businesses employees with a financial wellness program. Employers are seeing an increase in issues related to financial stresses. These financial stresses are causing young workers to be more stressed, which undercuts their productivity and keeps them from taking full advantage of other valuable programs/benefits (for example – 401(k) retirement plans). In order to help employees, employers are seeking to teach them basic financial literacy and more. This course will help the employees learn how to budget and save money, which will reduce their overall stress. This will not only improve the employees financial health, but also their physical, emotional and career health.
Target Audience	Young adult employees, in their early 20s, just out of college and/or starting in their career.
Training Time	30 minutes
Training Recommendation	● 1 eLearning course o This is the best format as the new, young employees can complete the training at their own pace and on their own time. ● Course would have scaffolded interactivity and scenarios with knowledge checks. The course would include the following: o Explanation of budgeting basics that will help employees develop good financial habits. o List the steps you need to take to begin budgeting. o Explanation of why it is important to budget. o Tools to help you use and maintain a realistic budget that works for every individual. ● Final evaluation
Deliverables	● 1 eLearning course o Developed in Rise 360 o Final evaluation
Learning Objectives	By the end of the training, the learner will be able to: ● Identify why it is important to create a budget. ● Define the 50-30-20 budgeting rule. ● Identify the different types of expenses (fixed, variable, and discretionary). ● Recognize the best way to adjust a budget. ● Recognize the different types of financial goals.

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Training Outline

- Course introductory page
- Introductory lesson
    - Explain this is the first step in becoming financially independent.
    - List the learning objectives.
- Why is it important to create a budget?
    - Explain the following as it pertains to budgeting:
        1. Saving early means earning more out of every dollar
        2. Budgeting prepares you for future "adulting"
        3. Afford the lifestyle you want now
        4. Go debt-free faster
        5. Less stress when dealing with unplanned expenses
- How do I start budgeting?
    - Follow these four simple steps to get your budget started.
        1. Figure out your monthly income
        2. Use the 50-30-20 budgeting method – 50% needs; 30% wants; 20% financial goals
        3. Track and categorize your average monthly spending
        4. Set a goal – examples: create an emergency fund, save for a trip or new car, etc.
    - Knowledge checks
        1. Learner will sort different types of expenses and financial goals into needs, wants, and financial goals.
        2. Learner will be asked to identify the steps to get your budget started. This will be a multiple response question.
        3. Learner will match the 50-30-20 categories to the correct percentage.
- How can I adjust my budget?
    - Explain that sometimes things do not go as planned and you may have a budget deficit, which means your expenses are greater than your income.
    - Explain the different types of expenses, and what ones are easier to adjust:
        1. Fixed Expenses
        2. Variable Expenses
        3. Discretionary Expenses
    - Scenario-based knowledge check

	1. Learner will navigate through a scenario in which they will help a friend figure out how they can adjust their budget because they are having financial problems. o Knowledge check 1. Multiple response question where learner will identify the parts of a budget that are easiest to adjust. ● Why is it important to save early? o Explain that it is important to pay yourself first, which means to put money into savings or towards other financial goals to help you in the future. Below are examples of different goals: 1. Emergency savings – Save about 3-6 months of expenses in case of an emergency. 2. Short-term goals – Save for things you'll spend money on in a few months or years. 3. Long-term goals – Big picture costs, these goals may take years or decades to reach. 4. Pay off debt – Pay off high-interest credit cards first. o Explain how to prioritize financial goals. 1. How much can you save per month? 2. Put money into an emergency savings first. 3. Contribute a regular amount of money on a monthly basis to a retirement fund. 4. Chip away at paying off debt. 5. Then decide how to allocate the rest of your savings. o Knowledge Check 1. Learn will match the financial goals with the correct description or example. ● Quiz ● Conclusion and resources
Assessment Plan	● Graded quiz ● 7 questions to assess learning objectives (LOs) o LO1 - Identify why it is important to create a budget. ▪ 1 multiple response question o LO2 - Define the 50-30-20 budgeting rule. ▪ 1 multiple choice question

	o LO3 – Identify the different types of expenses (fixed, variable, and discretionary). ▪ 3 multiple choice questions o LO4 - Recognize the best way to adjust a budget. ▪ 1 multiple response question o LO5 - Recognize the different types of financial goals. ▪ 1 matching question ● Learner must score 80% or higher to pass ● Learner will have unlimited attempts