

Design Document – Information Security & Privacy

<i>Business Purpose</i>	• Provide tools for employees to protect personally identifiable and controlled unclassified information • Reduce instances of security risk or violation in the company by protecting PII and CUI
<i>Target Audience</i>	All current and future employees of the company
<i>Training Time</i>	30 minutes
<i>Training Recommendation</i>	• 1 eLearning course that uses scenarios and demonstrates tools to allow the learner to apply their knowledge of security and privacy
<i>Deliverables</i>	1 eLearning Course developed in Articulate Storyline 360 • Storyboard to outline each slide in the course, showing audio narration, on-screen text, and on-screen graphics • Includes voice-over narration • Includes a scenario, interactions, and human avatar on knowledge checks • Final evaluation
<i>Learning Objectives</i>	• Apply methods of protecting personally identifiable information • Define the 3 pillars of Cybersecurity • Implement methods of protecting controlled unclassified information
<i>Training Outline</i>	• Introduction ○ Introduction to the course ○ Navigation tutorial ○ Learning Objectives for the course • Scenario - Typical Day at the office ○ A visual appears on the screen—an example of a scam email ○ Through the narration and icons on the screen, the suspicious aspects of the email are pointed out ○ A caution of what could happen if the user falls for the scam ○ Why security and privacy are important • Section One: PII • Define the 3 categories of PII – interaction slide to reveal examples

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	• The four methods of protecting PII – interaction slide to reveal tools • A scenario with human avatar for knowledge check • Section Two: 3 Pillars of Cybersecurity • Define the 3 categories of PII – interaction slide to reveal examples and how they can be breached • Section Three: CUI • Define CUI, LDMs, NARA – interaction slide to reveal information and guide the user to outside resources • The four methods of protecting CUI – interaction accordion slide to reveal tools • A drag and drop interaction with human avatar for knowledge check • Summary Slide with human avatar • Final Evaluation – a drag and drop assessment on two slides with a results slide to show pass/fail • Exit Course
<i>Evaluation Plan</i>	• 2 knowledge checks after the first and third sections – each question has the user apply the knowledge from the section (a scenario-based question and a matching drag and drop question) • Final assessment is a drag and drop quiz with 10 situations that need to be placed in a “Do” or “Don’t” category • Learner must score 80% to pass