Purpose of Training

1. **What is the purpose of the training?**

2. **What are the main topics of the training should focus on?**

   a) _____
   b) _____
   c) _____
   d) _____
   e) _____
   f) _____
   g) _____
   h) _____

   i) _____
   j) _____
   k) _____
   l) _____
   m) _____
   n) _____
   o) _____
   p) _____

3. **Are there specific problems to address in this training?**

4. **Is this a required course?**
   ☐ Yes
   ☐ No

5. What format will this course be presented in?

Target Audience

1. Who will be taking the course? (Management vs non-management, functional, departmental) and when will they be taking it?

2. Who are the learners and what are their characteristics?

3. What skills or knowledge do the learners already have? Experience level?

4. What knowledge, skills, attitudes, behavior, motivation would you like the learner to achieve?

5. What is the size of the target audience?

Content & Resources

1. **What materials will be provided to create the training? Please verify that all this information is accurate and verified. (PDF, PowerPoint, handouts, documents, media, etc.)**

2. **What supplemental course materials are needed to be produced? (job aids, interactive graphics, emails, HR Reminders, Gnie article)**

3. **What existing resources do employees currently have to learn this information?**

Timeline

1. **When is the training anticipated to be released?**

   _____

2. **What is driving the timeline? (Legal/compliance, business opportunity, etc)**

Evaluation

1. **What key points do you need to test the learner's knowledge?**

2. **Will there be a graded assessment needed for successful completion of the course?**

   ☐ Yes
   ☐ No

3. **How do we evaluate if the learner has applied acquired knowledge to their job?**

Milestone Dates

Project Start Date: _____ **Final Release Date:** _____

Storyboard/Script
First Review Stakeholders Meeting: _____
Second Review Stakeholders Meeting: _____
Sign Off: _____

Development (eLearning only)
Review Stakeholders Meeting: _____
Sign Off: _____

Release of Course
Announcement: _____

Key Personnel

1. **Who are the key stakeholders that will review and sign off on the course? (Management, legal, departments, etc.). Must attend all review meetings.**
   a) _____   f) _____
   b) _____   g) _____
   c) _____   h) _____
   d) _____   i) _____
   e) _____   i) _____

2. **Who are the Subject Matter Experts that will provide content and be available to assist with the course throughout the process?**
   a) _____   f) _____
   b) _____   g) _____
   c) _____   h) _____
   d) _____   i) _____
   e) _____   j) _____

3. **Project Manger** _____

4. **Instructional Designer** _____

5. **Developer (eLearning only)** _____

6. **Who will be responsible for communicating the release of the course and how?**
   a) _____
   b) _____

Agreement Signatures

I agree to the project as described in this document and will support its development, completion, and deployment.

Key Stakeholders

Name: _____Signature: _____
Name: _____Signature: _____
Name: _____Signature: _____
Name: _____Signature: _____
Name: _____Signature: _____
Name: _____Signature: _____

Subject Matter Experts

Name: _____Signature: _____
Name: _____Signature: _____
Name: _____Signature: _____
Name: _____Signature: _____
Name: _____Signature: _____