Course Title and Ownership

Course Title:	
Requestor / Course Owner:	
Instructional Designer (CYU Partner):	
Reviewers:	
Instructors (for Instructor-Led classes)	

Select the type of request (check appropriate box)

New Course – Check the CYU catalog for similar or existing courses. You will need to generate a spec number.

Update Existing Course- Check the CYU catalog and ensure your course title matches. This title should be consistent throughout the catalog and all documentations. Finally, provide the SPEC   and/or ECN to the updated material.

General Instructions:

1. Review the Course Development Process described in **SPEC 001-64506** before completing this form. Appendix 1 summarizes the process and requirements for each milestone. In addition to the Course Development Process Spec, see the following:
   a. *If this is an NPD request, review* **SPEC 06-00056**.
   b. *If this is a DWR request, complete the checklist in* **KET-430**
2. Complete this form and initiate an HRSC request through the Change Management System.
   a. *If this is a new course, select category:* ***CYU Course Development -> Develop New CYU Course***
   b. *If this is an update to an existing course, select:* ***CYU Course Development ->Revise/Update Existing Course***
3. *In the HRSC request, provide* a summary of your request and attach this form and other requirements prescribed in **SPEC 06-00056** (if NPD) and **KET-430** (if DWR).
4. CYU will contact you to review the request, confirm commitment of this request, and provide a time estimate. Submission of this form does not guarantee approval of this request.
5. CYU manages a project queue and it is recommended to submit requests at least a quarter ahead for inclusion in the BOQ.

Kickoff Information

What is the business issue? (Why is there a need for this course)
1. *Business issue or need must be described in specific terms*
   a. *What is the problem you are trying to solve?*
   b. *Who wants it solved or addressed?*
   c. *How was the problem defined?*
2. *Evidence of business issue or need must be provided*
   a. *What are specific metric or targets that are not being met due to lack of this training?*
   b. *What sources of information indicated that there was an issue or need?*
   c. *Are there any documentation: MEMO, SPEC, ARs, ECN, or other that we can reference? Please indicate.*

Course Description: (Description here will be used in CYU's catalog)
1. *Describe the course in a few sentences. Some best practices of writing a description are*
   a. *Create an engaging first sentence.*
   b. *Use second or "you" person*
   c. *Use action verbs? (e.g. Discover, acquire, get, take home, find out)*
2. *Ensure that the description answers the following questions?*
   a. *What the course is about?*
   b. *What's in it for you (WIIFY)?*

Planned/Desired Topics (This can be as detailed as table of contents of the training or a simple list of topics)

Course Objectives

What do you want the audience leave knowing or performing? Some Best Practices when writing Learning Objectives:
1. *Start with an action verb that is measurable e.g.* **Define**, **Summarize**, **Read**, **Choose**, **Apply**
2. *Objectives are written from the perspective of your audience. Think of what you want them to be able to do.*
3. ***DO NOT USE*** *vague words such as;* ***UNDERSTAND, KNOW, GAIN, FAMILIARIZE****.*
4. *Refer to* Guidelines and Best Practices on Creating Effective Trainings

Project Details

Current format of the Training Materials?	
When will Course Materials be sent to CYU:	
Training Estimated Length in hrs:	
What is the envisioned CYU output?:	
Is there a pilot course? :	If Yes, When?
When do you expect CYU to have the course available in CYU?:	
Who are the Subject Matter Expert (SME)?:	
Who is your target audience?:	Audience Size

Who should be able to access this course? (Select all that apply): Note: Some courses have confidential information that might need to be consulted with Legal. Please consult with CYU if you are unsure on which category to select-.	All- Select for all sites both internal and external Cypress- Select for all Cypress only (Internal) CMI- Select for CMI employees only (Minnesota) CML- Select for CML and SSC employees only (Philippines) IND- Select for Cypress India employees only (India) SR- Select for Sales Reps only (External) DIST- Select for Distributors only (External) CYPR- Select for CyPros only (External)
List any pre-requisites:	

MOVE TO THE NEXT PAGE

Project Impact

Select YES or NO to the following discovery questions below. These questions will help CYU determine how the proposed training impacts Cypress and its priority level.

			YES	NO	
Required Training (10) *(Is this course required to meet legal compliance or is mandatory?)*	1. Will this be included in the Cypress Learning Plan Spec 00-544226? (3)		YES	NO	
	2. Is this course required to meet legal compliance? (3)		YES	NO	
	3. Will employees need to take this more than once?(2)		YES	NO	
	4. Is this course a required CY Core Culture course? (3)		YES	NO	
Perceived Impact (9) *(What perceived value/impact will it provide?)*	5. Is this course requested or needed by people outside your own organization?(3)		YES	NO	
	6. Has this course been requested more than 3 times?(2)		YES	NO	
	7. Will this course improve relationship with your audience? (3)		YES	NO	
Urgency (8) *(How badly or quickly is the course needed?)*	8. Is this tied to a specific Cypress project? (3)		YES	NO	
	9. Is this course needed in this current quarter? (2)		YES	NO	
	10. Is this tied to CSF points? (3/-3)		YES	NO	
Scale (7) *(What percentage of the population will benefit?)*	11. Is your intended audience greater than 25 people? (3)		YES	NO	
	12. Is your intended audience less than 10 people? (-3)		YES	NO	
	13. In the first year of this course availability, are you expecting completions of more than 50 people? (3)		YES	NO	
Financial Impact (6) *(How much money will the skill save or make?)*	14. Is Cypress spending money because of the absence of this course? (3)		YES	NO	
	15. Will we be saving money once this course is in place? (3)		YES	NO	
	16. Does this directly impact Cypress sales revenue? (3)		YES	NO	
Time to Market / Dev Cycle Time (5) *(How quickly can CYU produce the course?)*	17. Is this request to create an instructor-led training? (3)		YES	NO	
	18. Have you done a pilot course, and received and documented the feedback from your audience? (3)		YES	NO	
	19. Is your course less than 2 hours? (2)		YES	NO	
Shelf Life (4) *(How long will the course stay relevant?)*	20. Will this course be valid for more than 1 year? (3)		YES	NO	
	21. Will this course require repeated updates? (-2)		YES	NO	
	22. Is this course time-bound or tied to a specific event (-2)		YES	NO	
Content Readiness (3) *(How complete is the course materials?)*	23. Do you have defined and written learning objectives? (3)		YES	NO	
	24. Do you have a completed PPT course? (3)		YES	NO	
	25. Does the PPT include complete instructor notes? (2)		YES	NO	
	26. Do you have a completed presentation script? (3)		YES	NO	
	27. Do you have a completed exam? (3)		YES	NO	

Total Impact

Additional Information

If you have answered **YES** to #s 8,10, and 18 in the **Project Impact** section, you will need to provide specific details here to continue.

What Cypress project is this tied to? *Refer to #8 in the Project Impact*	
Who has CSF points for this? *Refer to #10 in the Project Impact*	
Specify date and documentation (spec or memo) *Refer to #18 in the Project Impact*	

<u>Please read the information on this page carefully</u>, and make the necessary edits to the course description or information below. The course information below is what will be displayed in the CYU LMS Catalog.

Course Title:

Course Description:

Planned Topics:

Pre-Requisites:

Learning Objectives:

General notes:

Requires Class Announcement?:

Once you submit this form, you agree to the quality statements below:

- *"I certify that I have read and understood the Course Development Process Spec 001-64506"*

- *"I confirm that I have truthfully completed/answered and verified all the information and questions on this form"*

Signed by:

For CYU Only (Do not fill-up)

Course ID:	
LMS Owner (Admin):	
HRSC Case:	
SPEC #	**LATEST ECN#**
Instructors (for Instructor-Led classes)	