

## Project Overview | About the team

1. Project Overview	
Project Background/context <i>What problem is the training trying to solve?</i>	
How will you know whether this training was successful? <i>Are there any metrics in place that can be used as a benchmark?</i>	
Challenges that you foresee for this project:	
Additional Notes:	

2. About the project team	
Name	
Role on project	
Day/ time you can set aside <i>or</i> Hours/week you can set aside	
Upcoming vacation	
What seems challenging about this project for you personally?	
Name of reviewer(s)/approver	
Upcoming vacation	
Name of reviewer(s)/approver	
Upcoming vacation	
Additional Notes:	

## Communication

### 3. Communication

We believe the following 3 principles can ensure the project meets everyone's expectations in regards to scope, schedule and cost.

- Any decision made in person or on the telephone that affects the scope, schedule or budget of the project should be documented in an email.
- If anyone is unable to work either temporarily or permanently, they should send an email.
- If anyone cannot meet a deadline, milestone or meeting, they should send an email as early as possible.

## About the learners

3. About the learners	
# learners	
Who are the learners?	
Training is required or optional	
Will learners need additional help from a subject matter expert via email, webinar or in-person?	
Remote/ On Site/ Both	
Will there be a long delay between training and task performance?	
Other:	

## About this training module

Note: Copy and paste this page for multiple modules.

5. About training module	
Title	
Number of slides	
Training duration (time)	
Is the content complete?	
When will this training need to be revised?	
Start date?	
Launch date	
Drop-dead deadline?	
What should learners be able to do after this specific training module (not entire project).	
Challenges that learners will face in completing the tasks?	
What should be included	<input type="checkbox"/> Video , created by _____ <input type="checkbox"/> Screencast, created by _____ <input type="checkbox"/> Screenshots, created by _____ <input type="checkbox"/> Scenario/Role play, created by _____ <input type="checkbox"/> Quiz <input type="checkbox"/> Audio narration, created by _____ <input type="checkbox"/> Attached documents, created by _____ <input type="checkbox"/> Glossary, created by _____ <input type="checkbox"/> Reused PPT slides, created by _____ <input type="checkbox"/> Training evaluation form