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

|  |  |
| --- | --- |
| 2. About the project team | |
| Name |  |
| Role on project |  |
| Day/ time you can set aside *or*  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: |  |

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| 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. |

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| 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: | |
|  | |

Note: Copy and paste this page for multiple modules.

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| 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 | * Video , created by \_\_\_\_\_\_\_\_\_\_\_\_ * Screencast, created by \_\_\_\_\_\_\_\_\_\_\_\_ * Screenshots, created by \_\_\_\_\_ \_\_\_\_\_\_\_ * Scenario/Role play, created by \_\_\_\_\_\_\_\_ * Quiz * Audio narration, created by \_\_\_\_\_\_\_\_\_\_\_\_ * Attached documents, created by \_\_\_\_\_\_\_\_\_\_\_\_ * Glossary, created by \_\_\_\_\_ * Reused PPT slides, created by * Training evaluation form |