

PROJECT

**KICKOFF**

**QUESTIONS**

TEAM

TIMELINE

IMPACT

OVERVIEW

DELIVERABLES

**How did this training need arise? What are the pain points?**

OVERVIEW

**What do you want learners to do differently?**

**Why is this training important to your audience?**

**Who is this training for? How much do they already know?**

**What existing resources do you have?**

(e.g. PPT slides, existing course, handouts, documents)

DELIVERABLES

**How frequently will this course need to be updated/maintained?**

**How will learners access this course?**

(e.g. LMS, website)

**What are your design expectations?**

(e.g. Storyline 360 or Rise 360? Adhere to branding guidelines? Do you have any company images/videos? Add voiceover?)

**Who are the subject matter experts? What are their roles in this project?**

TEAM

**Who are the project stakeholders? What are their roles in this project?**

**Is there anyone else who needs to be involved? What is their role?**

**When would you like to begin this project?**

TIMELINE

**How much time do you need to review?**

**When do you need to launch the course?**

**What constraints might push the project deadline?**

**How will you determine the project’s success?**

IMPACT

**Next steps.**

**Have we covered everything?**