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| Project Title |  |
| Business Owner (BO):  | Stakeholder (SH):  |
| Subject Matter Expert (SME):  | Stakeholder (SH): |
| Learning Consultant (LC):  | Stakeholder (SH): |
| Learning Manager (LM):  | Stakeholder (SH): |
|  |
| **Business Objectives***To be completed with Business Owner and/or Subject Matter Expert(s)* |
| The primary business objective for this project is… |  |
| The desired date of delivery for this project is…  |  |
| This project supports the following 2015-2017 Business Priorities… |  |
| The key business metrics this project will affect are… |  |
| ROI will be measured for this project. | [ ] Yes[ ] No | **If Yes, what tool(s) will be used?**[ ] [ ] [ ] [ ] [ ] Other: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

Contributed by Rob Berry, Kirkpatrick Bronze Certified Professional

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| **Learning Objectives***To be completed with Business Owner and/or Subject Matter Expert(s)* |
| The primary audience is… |  |
| The secondary audience is… |  |
| Behavior Assessment | *Current Behavior* |  |
| *Desired (Critical) Behavior* |  |
| “Need to Know” Information |  |
| “Nice to Know” Information |  |
| Meaningful learning will occur if the following objectives are met… |  |
| Success Criteria Statement | “Given [Performance Condition(s)],the learner will [Action Statement] such that [Success Criterion].” |
|  |
| Existing resources (e.g. guides, manuals, media) |  |
| Knowledge/Skill/ prerequisites |  |
| The knowledge retention strategy will include… | [ ] Knowledge Assessment[ ] Skills Assessment[ ] Refresher Training[ ] Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Notes/Comments |  |