|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 |  | |