

Project Agreement

This agreement outlines the project, timelines, and requirements for a Learning & Development project. Please review the requirements and specifications in this document and confirm agreement or provide feedback.

Request Information	
Learning Req Num	
Received	
Intake Discussions	
Description	
Project Title	
L&D Lead	
Business Partner/ Requester	
Final Approver/ Executive Sponsor	
Additional Reviewers/ SMEs	
Purpose/Background	
Deliverables	
Key Deliverables	<ul style="list-style-type: none">•
Out-of-Scope Work	<ul style="list-style-type: none">•
Possible Constraints or Risks	
Systems Required	

Learning & Development Department

Needs Assessment Results			
Pilot Audience			
Primary Audience			
Secondary Audience			
Business Objectives/ Rationale			
Learning Objectives <ul style="list-style-type: none"> • • 			
Success Measures <ul style="list-style-type: none"> • • 			
Milestones			
Milestone	Due Date	Responsible	RACI – Other Roles
Intake Meeting	0/00/00		
Present project agreement to propose deliverables and scope of work	0/00/00		
Provide feedback or approval for project agreement	0/00/00		
Deliver draft course for review (Alpha Version)	0/00/00		
Consolidate and provide feedback on Alpha Version from all reviewers/sponsors	0/00/00		
Deliver revised course for review (Beta Version)	0/00/00		
Provide assignment list of job titles or individual employee IDs for assignment	0/00/00		
Consolidate and provide feedback on Beta Version from all reviewers/sponsors	0/00/00		
Final (Gold Version) upload to LMS	0/00/00		
Assign a course to audience through LMS	0/00/00		
Schedule meeting to review feedback and results	0/00/00		