



PROJECT

KICKOFF QUESTIONS

OVERVIEW

DELIVERABLES

TEAM

TIMELINE

IMPACT

OVERVIEW

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

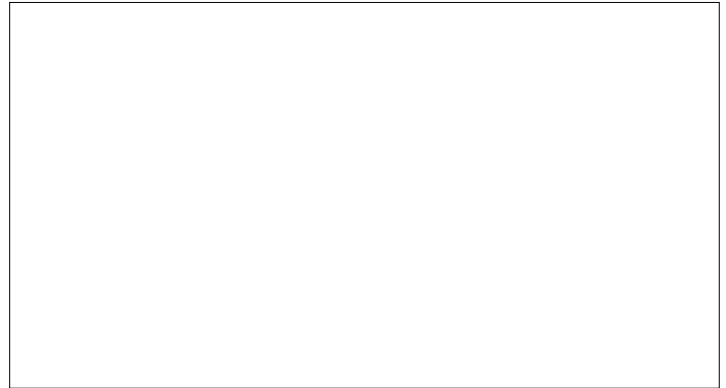
Who is this training for? How much do they already know?

Why is this training important to your audience?

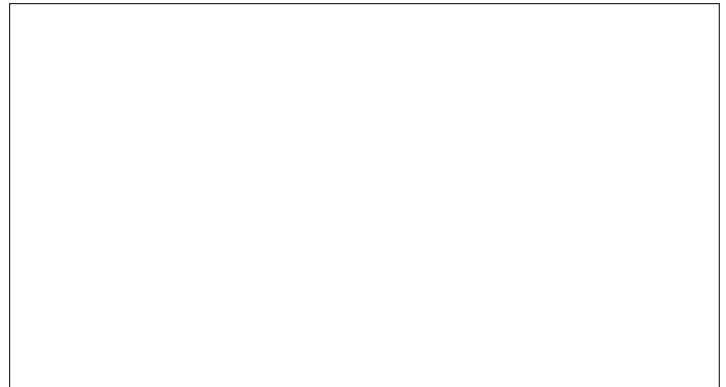
What do you want learners to do differently?

DELIVERABLES

What existing resources do you have?
(e.g. PPT slides, existing course, handouts, documents)



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?)



How will learners access this course?
(e.g. LMS, website)



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



TEAM

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

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?

TIMELINE

When would you like to begin this project?

When do you need to launch the course?

How much time do you need to review?

What constraints might push the project deadline?

IMPACT

How will you determine the project's success?

Have we covered everything?

Next steps.