# Project Scope

|  |  |
| --- | --- |
| **When does this course need to be available?**  *Ask this question to determine the target date for when the course development is to be completed and when the course should be available to learners.* | **Answer** |
| **How long do you think this course should be?**  *Ask this question to determine how much learning content your SME is expecting you to deliver and how long it will take to develop.* | **Answer** |
| **Who are the target learners for this course?**  *Ask this question to determine the audience for the course. This may lead to additional questions to better understand the specific needs of this audience.* | **Answer** |

# Business Goals

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| --- | --- |
| **What goals or metrics can be most affected by this course?**  *Ask this question to determine how you can correlate this course to a measurable goal.* | **Answer** |
| **What behaviors have the most positive effect on these goals or metrics?**  *Ask this question to determine the behaviors that have the most positive effect on the stated goal(s).* | **Answer** |
| **How much of an effect would you like this course to have on these goals or metrics?**  *Ask this question to determine how much your SME expects the course to affect their goal(s).* | **Answer** |

# Course Content

|  |  |
| --- | --- |
| **What do learners need to know to perform the desired behaviors?**  *Ask this question to determine what knowledge is required to perform the desired behaviors.* | **Answer** |
| **What existing resources, best practices, or training are currently available on this topic?**  *Ask this question to determine what content can be referenced / used for the development of the course.* | **Answer** |
| **How effective or ineffective is the existing content or training?**  *Ask this question to determine what is and is not working with the existing resources or training.* | **Answer** |

# Course Development

|  |  |
| --- | --- |
| **Have you ever participated in the development of an e-learning course? If so, how?**  *Ask this question to determine the experience your SME has with the e-learning development process.* | **Answer** |
| **How would you describe what effective and ineffective e-learning looks like?**  *Ask this question to determine how your SME views good and bad e-learning.* | **Answer** |
| **Who needs to review this course and how much time is needed to provide feedback?**  *Ask this question to determine your course reviewers and how much time is needed to provide edits.* | **Answer** |

# Course Delivery

|  |  |
| --- | --- |
| **How will this course be communicated to learners?**  *Ask this question to determine who is responsible for ensuring the course is made available to learners.* | **Answer** |
| **Do learners need to complete this course by a certain date? If so, why?**  *Ask this question to determine what expectations your SME has for learner completion and why.* | **Answer** |
| **Who is responsible for ensuring learners complete the course by the stated date?**  *Ask this question to determine who is responsible for ensuring learners complete the course by stated date.* | **Answer** |

# Other Questions

|  |  |
| --- | --- |
| **Question** | **Answer** |
| **Question** | **Answer** |
| **Question** | **Answer** |