SME QUESTIONNAIRE

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

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

SME QUESTIONNAIRE

COURSE DELIVERY

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

OTHER QUESTIONS

Question	Answer
Question	Answer
Question	Answer