E-Learning Project Requirements

Project Name: *<Name>*

Project Team: *<SME, instructional designer, stakeholders, e-learning developer, etc.>*

Logistics

Audience:

Who will be taking this course? Include roles, units, locations, and any additional pertinent information.

<info about the learners>

Prerequisites?   ☑ No   ☐ Yes   *List any prerequisite courses, training or learning activities here:*

Skills Level: *Check all that apply:*

☑ Novice   ☐ Intermediate   ☐ Advanced

Assessment?   ☐ Mandated   *If assessment is mandatory, what is the passing score?*   ☑ Optional

Deployment: *Check all that apply:*   ☐ SharePoint   ☐ Other

☑ LMS: URL: Specify:

Background

<Describe the current project status and reasons for converting to e-learning at this time.>

Learning Needs (Gap) Analysis

<If you perform a learning needs analysis, this is a great place to summarize your conclusions and provide any data that can support them.>

The Current Status

<Summary>

Opportunities

From interviews with ----------------, the following items presented opportunities that can be capitalized on in the -------------- modules:

- *<Opportunity 1>*
- *<Opportunity 2>*
- *<Opportunity 3>*
- *<Opportunity 4>*
- *<Opportunity 5>*

Closing the Gaps

Here are some of the ways we will capitalize on the opportunities identified earlier to provide an elevated learning experience in the revised -------------- modules:

- *<Decision 1>*
- *<Decision 2>*
- *<Decision 3>*
- *<Decision 4>*
- *<Decision 5>*

Making these changes will shift the modules to a people-centered, customer service-focused approach that will resonate better with learners. *<Or something that better aligns with your business goals.>*

Course Design

Purpose

<Typically, one or two sentences describing why you're doing this.>

Structure

The course will be split into _____ modules. Each module will have a terminal learning objective and up to five enabling learning objectives (limiting to five to avoid cognitive overload).

The terminal learning objectives support the purpose stated above. The enabling learning objectives are specific, actionable, measurable goals that help guide the learner towards the appropriate level of competence at key performance indicators.

Module 1: <title>

Terminal Objective:

<Business KPI (Key Performance Indicator)>

Enabling Objectives:

- *<SMART goal 1>*
- *<SMART goal 2>*
- *<SMART goal 3>*
- *<SMART goal 4>*
- *<SMART goal 5>*

Module 2: <title>

Terminal Objective:

<Business KPI (Key Performance Indicator)>

Enabling Objectives:

- *<SMART goal 1>*
- *<SMART goal 2>*
- *<SMART goal 3>*
- *<SMART goal 4>*
- *<SMART goal 5>*
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Conclusion

<Any final thoughts not mentioned previously.>