Project Planning Template

Audience	• Who is this for? Who are your other stakeholders?
Use case	• How is this learning applied? • What are the constraints? • What are your key pain points?
Duration	• Is this mandatory? • How much time have they got?
Objectives	• Define key learning outcomes/business objectives

Detailed Questions

Challenge	What is the key challenge? Is it:
	• Regulatory
	• Issues with performance
	• Change of mindset

Training impact	How intense is the training?
	• Induction / onboarding
	• Key information
	• A refresher course
	• In depth new learning

Detailed Questions

Success

How will you measure success?

- Passing a test (%)
- Changes in behaviour (monitored by a manager)
- Hard data e.g. sales increase

Content

How can you meet the challenges?

- A course

- A refresher course

- A job aid / product training

- A blended approach

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