Who will be Project Leader: (Main contact working with LED team)

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Leader’s Name:

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Email:

Department/Agency: Primary Stakeholder: (Subject matter experts, budget decision-making)

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What are the requested timelines for this project, and what is driving this?

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Can you please provide an overview and the objectives of the topics the training needs to cover?

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What is the envisioned duration for completing the eLearning (in minutes)?

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What materials exist for the requested eLearning, and where are they located? (PPT, Doc, reports, policies, logos, images, course outline, participant manuals)

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Is there a compliance requirement? If so, specify by whom?

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If this is a requirement, have you discussed this training need with Labor Relations or County Counsel?

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Is there an available budget for the requested eLearning? If so, what is the budget?

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Who are the expected learners for this training, and how many people do you expect to participate?

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How often will the content need to be updated after the initial launch?

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Do you anticipate any issues, risks, or challenges in creating this eLearning? If so, please explain why.

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How is your department planning on rolling out this training once it’s completed?

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Are you open to using vendor pre-developed training that may already be available?

If yes, have you identified the WBT that you’d like to use?

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