

# [Insert project name here]

## Project Analysis

Authors:

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### The current baseline of this project:

Curriculum:  
Audience:  
Milestone(s):  
**DEADLINE:**  
Modalities:

### General

Question	Answer
Who are the stakeholders?	
What are the main goals/ objectives?	
What are the metrics to measure success?	
Are we doing a pre-assessment to show improvement afterward?	
Are we allowing a test-out option?	
Is there going to be a reward to the learners for taking this course?	
What is the end state of the learner? (KPI)	
What is the end state of the course?	
How is this going to be better than	

previous?	
Access to a sandbox?	
How often is this course going to be held?	
How many students in each course?	

## Audience

Question	Answer
<b>Demographics:</b> <ol style="list-style-type: none"> <li>1. Tenure at Google?</li> <li>2. Geographic location?</li> <li>3. What is their level of business knowledge?</li> <li>4. Current educational background?</li> </ol>	
<b>Skills:</b> <ol style="list-style-type: none"> <li>1. Are they technical?</li> <li>2. What is their current skill level in the role?</li> <li>3. Are we teaching them new/unexposed technology?</li> <li>4. What does their end state/at the end of course look like?</li> </ol>	
<b>Jobs &amp; Roles:</b> <ol style="list-style-type: none"> <li>1. What are all the roles we can expect to be in the audience?</li> <li>2. How long have they been in that role on average?</li> <li>3. How long have they been in that industry (perhaps coming from other companies with similar roles)?</li> <li>4. Can we define their career path and how this course contributes to that?</li> </ol>	
<b>Technical &amp; Preferences:</b> <ol style="list-style-type: none"> <li>1. Can we expect the audience to be technically savvy?</li> </ol>	

<ol style="list-style-type: none"> <li>How can we measure technical growth?</li> <li>Are we needing to have maintenance growth courses afterwards?</li> </ol>	
<b>Motivation &amp; Comfort Zone:</b> <ol style="list-style-type: none"> <li>Are these learners going to come SELF motivated?</li> <li>How far are we going to be pushing them out of their comfort zone learning this?</li> <li>Can we expect them to have some history with the subject?</li> <li>What is their level of experience before this course?</li> <li>What was their confidence level before this course?</li> </ol>	
<b>Career path/Maintenance:</b> <ol style="list-style-type: none"> <li>Where does this course fit on their career path?</li> <li>What is the next logical step after this class?</li> <li>What are the expectations of knowledge before taking this course?</li> <li>What happens if a student doesn't take the course?               <ol style="list-style-type: none"> <li>Why does that matter?</li> <li>How can we measure the result when they do or don't take the course, why does that matter?</li> </ol> </li> <li>Why have we chosen these subjects?               <ol style="list-style-type: none"> <li>Why do these subjects matter to learners?</li> </ol> </li> </ol>	

## Subject(s)

Question	Answer
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Why do these subjects matter?	
What is the SOP?	
What are the best practices of Vector?	
What are the primary behaviors we want from the learners?	
What is the business impact? (Level 4)	
What specific skills?	
How are we measuring the change in behavior?	
What subjects are we covering?	
What is the motivating factor for making this project today?	
How many lessons/ subjects?	
What are the key takeaways from this course?	
How many hours of training is this expected to be?	
Which lessons have the most weight?	
How are we tying this in with the next step/course?	
Are there existing materials we can leverage?	

## Deliverables/ Modalities

Question	Answer
Which modalities are we aiming for?	
How many hours of training are we aiming for?	
How many assessments are we going to	

design?	
Are we planning for a maintenance plan of additional training on this material after this initial exposure?	
How are learners going to be tracked/held accountable?	
What did you have in mind for elearning?	
Are their preferences for interactions?	
What ACTIVITIES for the kinesthetic learners are being considered?	
What does the final project vision look like?	

## Assessments/Knowledge Checks/Accountabilities

Question	Answer
How many assessments are we going to design?	
What is the minimum passing rate?	
What is the motivator for passing this course?	
Is there a penalty for not passing or attending?	
How are we keeping students accountable for the knowledge in this course?	
Knowledge checks at the end of each module/lesson is the norm. Is that acceptable/applicable?	

## Deadlines

Question	Answer
What is the compelling event for this deadline?	
When there are the phases of Alpha, Beta and final what is good timing for review to turn around?	
Does this tie in with other events?	

## Roles & Responsibilities (RAPID)

Question	Answer
Who is the main stakeholder/final approver?	Sara
Who are the reviewers?	
How does everyone wish to be communicated?	
What is the frequency of communication acceptable/expected?	Weekly emails.
Are there other SMEs we can use?	

## Cost

Question	Answer
What is the budget (financially) for this course?	
How much time is budgeted by those involved for this course development?	

Template

Question	Answer