



The target audience for this content is _____ which totals about _____ people.

Other audiences that would be interested in this content include _____ which totals about _____ people in number. If this content were shared to these audiences, it would have to be cleared with _____ first.

The only languages we need to support are _____.

The security level of this content is: **0 1 2 3 4 5 6 7 8 9** (circle one)

Any other unique constraints are listed here: _____.

I will know my content is a huge success when each of the following happen:

- 1. _____
2. _____
3. _____

This content will likely require audit/review within _____ months by _____ (SME).

This content is best-suited for _____ delivery above all other learning modalities because:

- 1. _____
2. _____
3. _____

This demands the following Instructional Design core competencies (circle all that apply):

People Text Images Audio Video

The most essential measurement in my organization is _____.

We will measure this in _____ every _____ days or until _____.

The following people can kill this project at any time without notice: _____.

Additional approvals to be gathered from _____ during Planning phase by _____ (name). All of the above will be given the opportunity to review the final output _____ days prior to launch, and understand that no further feedback is required prior for delivery to the audiences defined above.



The tools we will use to create & store the source content are:

Design	Capture	Edit/Develop/Curate	Source Storage
<i>Department wiki</i>	<i>iPhone 7</i>	<i>Screenflow</i>	<i>H:drive</i>

The systems that will be used to house/deliver content to Learners are:

Name of System	Which serves the purpose of...	For...	And is managed by...
<i>El Emmess</i>	<i>providing learner access</i>	<i>employees</i>	<i>Bob McBobbob</i>

I will know these systems are working as intended for all learners when the following happen:

1. _____
2. _____
3. _____

File Storage Guide

	Active Project	Archive Project	Retired Project
Definition	In development, not live yet	Target Learners have access, currently live	No longer in use, not live
Source files	Keep all accessible AND keep secondary quiet backup	Keep final version editable sourcefiles backed up at all times	Delete any editable files, sourcefiles, etc.
Output files	Keep only most current version(s) under review	Keep every iteration that has ever been used by learners (for audit)	Keep every iteration that has ever been used by learners (for audit)



I commit to treating anyone who manages, maintains, troubleshoots, or uses our learning systems with dignity at all times. x _____ **Date** _____

Internal support is available to me at _____ during the hours of _____. User support is available at _____ during the hours of _____, and in the following languages _____.

The following members of our target learner group have agreed to be *Preview* this content:

Name	Email	Department / Role
<i>Sally Sellzitahl</i>	<i>sally@hereswhereiwork.com</i>	<i>External Sales Associate</i>

To determine if the learning asset meets its stated objectives, we will solicit the following feedback from our *Previewers* after every major iteration.

Asset ID	Previewer's Emotional Response	Previewer's Key Take-Aways	Other Observations
<i>VWR1-1234A</i>	<i>Amused</i>	<i>Share early, share carefully, share in order to listen</i>	<i>Liked content but seemed confused by navigation</i>



For Further FREE Reading:

- <http://blog.cathy-moore.com/2017/09/new-action-mapping-job-aids-available/>
- <https://donaldclarkplanb.blogspot.co.uk/2015/08/top-10-stupid-mistakes-in-design-of.html>
- <https://www.linkedin.com/pulse/8-points-multiple-choice-done-right-sam-rogers/>
- <https://www.linkedin.com/pulse/training-requests-shouldnt-sam-rogers/>
- <https://www.linkedin.com/pulse/learning-do-simple-sam-rogers/>
- <https://www.linkedin.com/pulse/training-additive-which-meansuh-oh-sam-rogers/>
- <https://www.linkedin.com/pulse/learners-win-every-single-time-sam-rogers/>
- <https://www.linkedin.com/pulse/thats-training-stop-calling-sam-rogers/>
- <https://www.linkedin.com/pulse/just-train-them-stop-doing-sam-rogers/>
- <https://www.linkedin.com/pulse/can-you-just-wipe-some-stupid-off-sam-rogers/>
- <https://www.linkedin.com/pulse/lms-dillema-chinese-food-sam-rogers/>
- <https://www.linkedin.com/pulse/podcasting-learning-development-sam-rogers/>
- <https://www.linkedin.com/pulse/smartphone-cinema-top-5-shopping-list-sam-rogers/>
- <https://www.linkedin.com/pulse/do-you-want-ld-profession-sam-rogers/>

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