QUESTION 1: ANALYSIS

Task: List at least 15 questions that you will ask the client to gain a better understanding of their requirements.

1. What are the business needs driving this training project?
2. What are the goals and objectives for this training project?
3. Who is the intended training audience?
4. What do the members of the learning audience already know?
5. What do they need to learn?
6. What do you expect learners to be able to DO after completing the course that they can't do now?
7. What are the consequences TO THE LEARNER if the learner fails to master the intended outcomes?
8. What specific performance mistakes do new learners regularly make?
9. What accelerators and/or barriers to this programme do you anticipate?
10. What timeline do we have to work with/ when do you want to run the eLearning course?
11. Can you show me an active demonstration, a detailed simulation, or provide an opportunity to directly observe the desired performance?
12. What tools, resources, job aids, or help do successful performers (or even experts) use to do these tasks?
13. How will you define success for both the learner and the project?
14. How will you measure that success?
15. What is the project budget, and how flexible is it?