

Getting Started Checklist

Use this checklist to prepare for an initial consultation with the Instructional Designer.

	I can fully describe the business need and goals for the solution.
	I have identified a Sponsor or champion who can support and sustain the solution/training.
	I have identified the audience for the solution. If the audience consists of multiple or a variety of different groups, I can describe each group.
	A recent performance analysis has been completed. I have a copy of the analysis report. If I don't have a performance analysis, I have a complete task list to describe performance goals.
	I have identified Subject Matter Experts and Accomplished Performers to support task and content validation.
	I have pertinent policy, doctrine, handbooks, manuals or other resources (previous training material) readily available.
	I have identified personnel (subject matter experts) to review deliveries for the duration of the solution design and development cycle.
	I have resources available to support the development of the solution and all necessary lifecycle support costs.
	I am prepared to commit to maintaining and evaluating the solution after deployment.
	I have established expectations for the timeline of delivery.
	I have an endorsement to proceed from my assigned supervisor.
	I have identified whether results of the solution need to be tracked.