Learning Experience Design Analysis Template

- *Input to develop a learning strategy that is meaningful to the target audience.*
- *Deep dive and address the gaps between business priorities and target audience capabilities.*
- *Determine the level of resources needed to build a learning solution.*
- *Determine what defined learnings or assets can be developed aligned to business priorities.*
- *Derive any course descriptions of any courses to be created.*

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ESSENTIALS

Provide a short description of the training request.	
Technical Requirements	Are any of these required by the client/supervisor? ● Bite-sized modules that can be consumed flexibly (3-5 min each) ● Course navigation that shows completion (non-linear) ● Audio included for interactives or animation in the experience ● Common content for all audiences (no branching) ● SCORM Completion: *Track progress on return visit, 80%+ score on knowledge assessment* ● Embedded course navigation ● Audio narration ● Completion tracking ● A mix of stock and custom graphics ● Content interactivity and simple animation(s) ● Links to key performance support resources ● Curation of existing materials ● Knowledge checks ● End-of-course knowledge assessment
Who are the Subject Matter experts (SME) available to invest in content development for the duration of this project? Who will "validate" all of the content	
Who is the target audience or roles for the training?	
Is there a critical completion date? If yes, what is it and why?	
Who needs to be involved to finalize the product?	

IMPACT

What does great look like?	
What is an example user case or example end-to-end scenario of what success looks like **in action**?	
How will we know this learning request is successful? How will you measure success?	
What current reporting is available that could be leveraged to determine the business impact of the learning?	

GAPS

Describing the following gaps this program/training would be addressing.	**Knowledge Gap:** Learners often need information to understand the science, art, or technique. An awareness or understanding. Knowledge is what does the learner need to know, find, or perform. **Skill Gap:** Learners often get handed knowledge but don't get the opportunity to practice so that knowledge can be used effectively during performance. Practice is essential to a developed capability. **Knowledge vs. Skill** Is it reasonable to think someone can be proficient without practice? No? You are dealing with a skill. Your learners need practice to develop proficiency. **Motivation Gap:** Learners may know what to do, can perform, but chooses not to. Lack of incentives, consequences, desire, or capacity. **Habit Gap:** Sometimes learners have the knowledge, skills, and motivation and there is still a gap. It is not a habit. The behavior isn't a tendency or frequently repeated.

	Environment Gap:
	Sometimes learners have the knowledge, skills, motivation, and are highly motivated. Nothing should stop them now, right? The environment itself isn't setup to let people succeed.
	· Expectations & Feedback
	· Tools, Resources or Process
	· Organization Structure
	Communication Gap:
	Sometimes a failure to perform is due not to a lack of knowledge but to bad directions or instructions. Expectations, ongoing feedback, or change management.
From your perspective, what is in it for the learner?	

PERFORMANCE NEEDS

What are the existing behaviors and what are the new desired behaviors?	
What does the target audience need to walk away being able to do after the training/course?	
Are the needs the same for each role or are they different? How is it different?	
What do you see as the biggest skilling gap?	
What are the obstacles preventing from filling this gap/meeting those skilling needs?	
What do you think will be the hardest shift for the learners with this new change/training?	

DESIGN MEETING

Validate Learning Objectives	

What content is already in use?	
Resources	