



Dear Sir or Madam,

Thank you for choosing Your ELearning World. We appreciate your confidence in us, and will work diligently to make sure our business relationship becomes a rewarding and prosperous one.

Please feel free to contact me if you have any doubts or if you need further information, and I will gladly answer your questions.

Sincerely,  
Marina Arshavskiy

Owner of Your ELearning World

Please answer the questions below to the best of your knowledge. Your responses will help us better understand your requirements and tailor our services to your needs.

### **Project Overview and Background Information**

What is the training opportunity you have identified?

What are the specific problems identified?

What specific performance improvements or outcomes do you expect as a result of the training?

How will you evaluate the training?

### **General Project Questions**

What's the project about?

How and where will users access the course?

Is this part of a blended program?

What are the standards or guidelines to know about?

What are your branding considerations?

## **Audience**

Who will be taking the course?

How many people will take this course?

What experience level are the learners?

When will the new knowledge or training be used?

### **Project Sponsors, Stakeholders and Subject Matter Experts**

Who is the project sponsor?

Who are the key stakeholders?

Are there any other people involved the decision-making process?

What are their roles and positions in your company?

Who are the subject matter experts for the course?

Who else should we consider?

### **Timeline**

When would you like to see the project begin?

What is the deadline for the project?

Are there parts or topics that should be released earlier while the project is being completed?

### **Existing Content & Resources**

Do you currently have any existing resources that offer this information?

What source materials currently exist? (.PDF, PowerPoint, documents, etc)

Do you have media or graphics available?

## Contact Information

<b>Role</b>	<b>Name</b>	<b>Contact information</b>
Sponsor		
Stakeholder		
Subject Mater Expert		

## Other information

Is there anything else you want us to know?