

Instructional Design Needs Assessment

Overview of Worksheet

This worksheet will assist you in determining what level of evaluation is appropriate for your needs. It can also assist Courseware Designers or Performance Consultants in providing appropriate data to business partners.

Course/Program Overview*:

Course/Program Name:			
Instructor:		Today's Date:	
Courseware Designer:		Launch Date:	
Business Owner: (if applicable)		Phone Number:	
Other Key Stakeholders & Role:			
Brief Course/Program Description Desired:			
Core Problem that Training is Intended to Solve:			
Training Objectives:	<ol style="list-style-type: none"> 1. 2. 3. 4. 		
Expected Business Impact:			

** Please attach any necessary information that does not fit in the space above*

Measurement Needs:

Complete the following section by selecting what metrics you would need to report on, and what methodology will be used. This will help determine what level of evaluation is needed for your course/program.

	Key Performance Metrics and Data Collection Methodology
Level 1: Reaction/Satisfaction	
Level 2: Learning	
Level 3: Application	
Level 4: Business Impact	
Level 5: ROI	
Return on Expectation	
Intangibles	
Barriers/Successes	
Key Demographics (i.e. Tenure/Region)	