Learning Agreement Plan

This document outlines the agreement between the Project Sponsor and Organisational Learning Team and includes the requirements and agreed design approach.

Project Description and Objectives

Project ID/Title: Proposed Date of Completion: Start Date:

Project Sponsor: Project Manager:

Other Stakeholders:

Subject Matter Experts:

Key Contact Person:

Course Aim:

Target Audience:

Prerequisite :

Training Needs Analysis: *(has a TNA been completed?)*

Complete   Incomplete   Not Necessary

Project Scope: *(Aim of project, critical success factors)*

Learning Type:

Module (assessment)   Module (no assessment)   Stand Alone Assessment

eBite   Classroom (Face to Face)   Blended (eLearning, Face to Face etc)

Project Deliverables

Components: *(Describe the instructional products to be delivered e.g. media requirements, narration, animation, etc)*

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Out-of-scope work: *(Identify any related/pending work that is not part of this project*

Constraints: *(State any anticipated constraints such as Technical restrictions and Resources)*

Additional Notes:

Post Course Evaluation: *(Who should receive post course evaluation feedback)*

Name: Role:

Agreement:

I agree to the changes as described in this document and will support its development, completion, and deployment.

I will provide:
• Existing resources and content for development (ensuring all descriptions, spelling, names and references are correct)
• Updated versions of these documents as and when they become available (during project creation)
• All review and sign off documents (completed fully and in a timely manner)

Note: If the requester or SME is a Manager or above, only their signature is required. If the requester or SME is not in a management position, their Line Manager's signature is also required.

Requester Signature	
Name	Role
_____	_____
Signature	Date

Line Manager Signature (if required)	**Learning Agreement Plan Approval**
Name	Name
Role	Role
_____ _____	_____ _____
Signature Date	Signature Date

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