

# DIGITAL TRANSFORMATION LEARNING NEEDS ASSESSMENT TEMPLATE

<b>Initiative Name</b>	
<b>Requestor Name</b>	
<b>Sponsors Name</b>	
<b>Source Documents Finalized</b>	
<b>Audience</b>	
<b>Mandatory?</b>	
<b>Open to a pilot training?</b>	
<b>Facilitators</b>	
<b>Key Partners to work</b>	
<b>Preferred Delivery Date</b>	
<b>Format</b>	
<b>Type of Change:</b> Will the participants need to learn a new system? New Process?	
<b>Business Challenge(s)</b> In 1-2 sentences what business challenges are we solving in which training will help?	
<b>Training Success Metrics:</b> 1) What specific behavior changes and actions are you expecting to see as a result of the training? 2) What is the expected return on investment (ROI)? 3) How will you know the training worked?	
<b>Learning Objectives:</b> How we are achieving our success metrics	By the end of this session, participants will be able to:
<b>KPIs (Leading Indicators):</b>	
<b>Session Framework/Design Considerations</b>	
<b>Other Considerations</b>	
<b>Deliverables</b>	