PACE PROJECT manager INTAKE FORM

Course Name:   
Launch Date:  
Project Lead/SME:   
Instructional Designer:   
Project Manager: Paula Matano

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| 1 | Client Name |  |
| 2 | **Purpose of the Course**  What do the learners need to be able to do by the time they are finished with this training? |  |
| 3 | **Target Audience**  Who will use this, what do they do, what will they do with this product, what are the prerequisites? |  |
| 4 | **Seat Time**  How long will it take for learners to complete this training? |  |
| 5 | **Modality**  Self-paced or instructor-led |  |
| 6 | **Delivery Format** F2F, online, hybrid |  |
| 7 | **Existing Content** What percentage of the content already exists in an immediately deliverable format: Word doc, video, etc.? |  |
| 8 | **Course Length**  How many modules or weeks will this course span? |  |
| 9 | **Course Cost** |  |
| 10 | **Red Flags**  Politics, issues, risks, important notes, or things to watch out for. |  |
| 11 | **Budget**  Is there a set amount or a range that is expected for this to fall in? |  |
| 12 | **Notes**  Location, expected student participation, how many courses, is this a certificate series. |  |