# Project Overview & Content Workshop

## Agenda

### (Client) – (Project title)

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| Participants | Contact details | Project role |
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## Project Overview

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| 1. Welcome & Introductions |
| Acknowledgement of Country  Introductions |
| 1. **High level project vision and overview** |
| Project overview    What motivated this piece of work?    What does success look like?    What are the main objectives?    What is important on the project? |

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| 1. Target audience details |
| Who are they?    How do they tend to learn?    Current level of familiarity with the content and concepts?    Any previous training?  Any particular gaps or areas that need to be focused on? |
| 1. **Savv-e project lifecycle** |
| How a project with Savv-e works   * + Deliverables:     - Blueprint     - Storyboard     - Beta     - Final   + QA & Rounds of review   + Consolidation of stakeholder feedback   Changes to process / project schedule  Risk register (eg. Stakeholder leave) |
| 1. **Project / learning design parameters** |
| Confirm deliverables    Duration / volume of deliverables    Vision for tone and look & feel of deliverables    Discussion of potential learning approaches    Develop any relevant scenarios, narratives, case studies to be explored in training, or set up further meeting/communication for ID and SMEs to develop these    Review of existing source content (vital, nice to have, not necessary)   * + Reference material / tool box   + Media (images; video; voice over etc)   Is there any content to be included that is not present at the content workshop?    End user technical environment    Accessibility (WCAG AA)    Development technology |

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| 1. Review draft schedule (separate attachment) |
| Review draft schedule (separate attachment)   * + who is needed   + when   + why |
| 1. **Next points of contact or deliverables** |
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