

Initiative Intake Worksheet

This simple set of questions is designed to help you surface and define any L&D initiative in business terms.

1 What is the name of the proposed initiative? A temporary code name is fine.

2 Who is asking for it?

3 What business problem does it aim to solve?

4 Why now?

5 What happens if this isn't done?

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6 How is success measured?

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7 Initial thoughts on which value proposition it supports.

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