

Are you ready for intake?

Use this checklist to prepare for your intake appointment with the Learning Management Team.

	I can fully describe the business goals that are driving the proposed education or training.
	I have consulted with the other UW Medicine entities or other departments to understand how this proposed education or training may or may not meet their needs.
	I have determined the metrics that will be tracked so that we know whether or not we are meeting the business goals of the proposed education or training.
	I have identified an appropriate sponsor who can support and sustain the proposed education or training.
	The proposed education or training clearly connects to the UW Medicine mission, vision, and Patients Are First pillar goals.
	I have identified the audience. If the audience consists of multiple or a variety of different groups, I can describe each group.
	A recent current state analysis has been completed. I have a copy of the report. If I don't have a current state analysis, I have a complete task list to describe current state and the gap between it and our business goals.
	I have identified subject matter experts (SMEs) to support the creation or validation of the education or training content who are available for the duration of the design and development work cycles.
	I have current, pertinent policy, regulation, or other resources (previous education or training content or content from other entities) readily available.
	I have reviewed the current medical literature and/or evidence-based best practices.
	I have identified the education and training reporting and completion requirements and whether or not the results need to be tracked. If results need to be tracked, how will they be tracked?
	I have resources available to support the design and development of the education and training materials and all necessary lifecycle support costs.
	I have resources available to assign training to audience members, track completions, follow up with delinquent completions, etc.
	I am prepared to commit to maintaining and evaluating the education and training after deployment.
	I have established expectations for the timeline of delivery.
	I have an endorsement to proceed from my sponsor.