

Insert Course Title

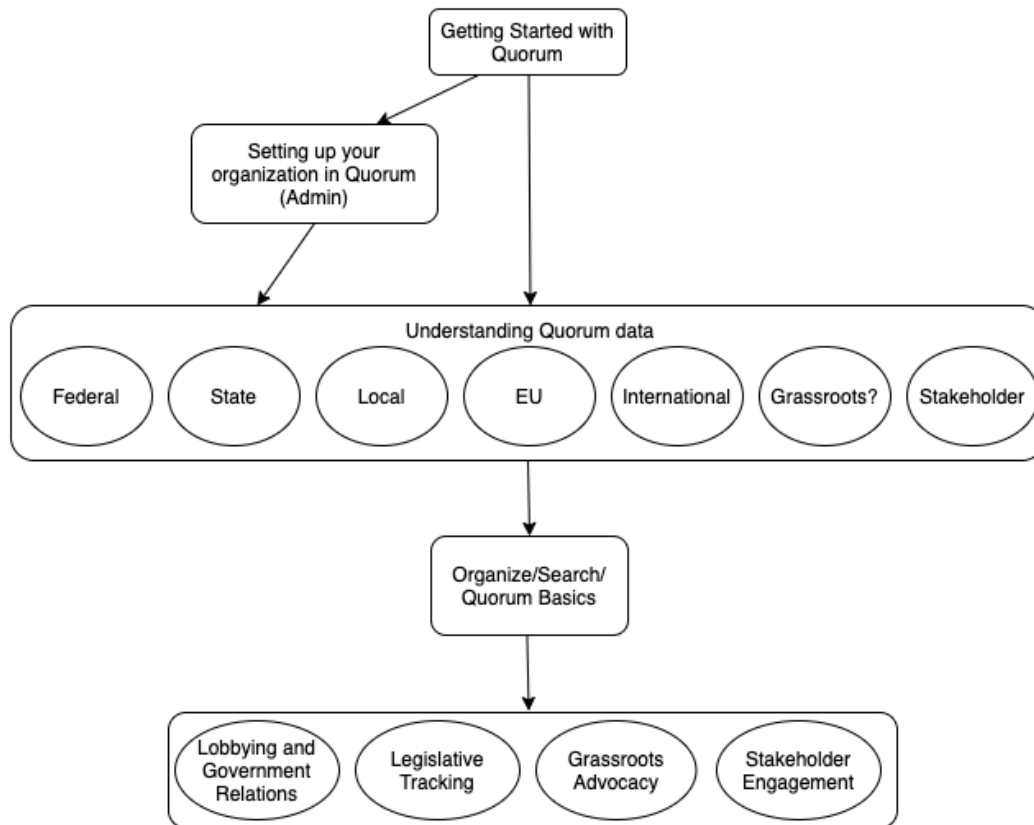
SME Information

Do you have any questions about [SME Role & Responsibilities \[Shared\]](#) ?

What is your preferred communication method (slack, email, zoom, google doc comments, calendar holds for deadlines, huddles, etc.)?

Do you have any scheduling preferences or constraints throughout the rest of the year that I should know about?

Project Information



Overview Documents:

Content Outline Template [Shared] Content Plan Template [Shared] ,

Timeline:

Week 1: 11/29-12/3	<ul style="list-style-type: none"> Initial kickoff and brainstorm meeting with Emily. (45-60 min meeting) SME helps Emily identify any pre-existing content she missed. (30 min independent)
Week 2: 12/6-12/10	<ul style="list-style-type: none"> SMEs and Emily develop content through a combination of the following: <ul style="list-style-type: none"> 1. SME creates content, and Emily reviews and edits content. <ul style="list-style-type: none"> Others (see OKR) will be pulled in to create content. 2. SME reviews content created/found by Emily. This will be an iterative process that will require frequent review and editing back and forth over slack/email/google docs. Time commitment will vary, but will be at least several hours.
Week 3: 12/13-12/17	<ul style="list-style-type: none"> Learning path material review with Emily. (30 min meeting) Changes made to content as required. (time requirement unknown)

Content Questions

Let's talk high level about this course:

Who is the audience? What does the audience need?

What are the biggest pain points? Where do people stumble?

Briefly summarize the most important takeaways/objectives regarding this content in a few sentences or bullet points.

Content

Content is a fun vague word! It can refer to any of the following:

- A video recording
- Written text
- Embedded externally hosted content (Youtube, Help Center, etc.)
- Survey
- Interactive tasks

Outline

See  Content Outline Template [Shared] and  Content Plan Template [Shared]

Content we already have vs. what we need to create

(Help Center guides, webinars, loom videos, case studies, etc.)

This is the content I have found: [link to content plan]

1. Is there any pre-existing content I am missing?

2. What content do we still need to create?

Title: [Insert title]

Format: [Video, article, etc.]

Are you willing to create this content? [Yes/No]

If no, outline of key points to be included in this content:

Title: [Insert title]

Format: [Video, article, etc.]

Are you willing to create this content? [Yes/No]

If no, outline of key points to be included in this content:

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