



Instructions: While reviewing the PWO, use the following checklist to determine what questions to ask the BIR client to identify the scope of the product (what you are going to develop), and project (how the work will be organized).

1. If the answer to the question is included in the PWO, checked off “Yes”, you don’t need to ask the question.
2. If the answer to the question is not included in the PWO, check off “No”, you need to ask a question.

Questions to Scope the Product	Yes	No
1. What kind of course is to be developed? (e-learning, ILT?)	X	
2. How many hours of instruction should it include?	X	
3. Does the total number of instructional hours include assessments?		x
4. Does the course need to include assessments? If, so, what kind?	x	
5. What are the pre-requisite requirements for this course?	x	x
6. Who is the target audience for this course?	x	x
7. To what levels of interactivity and engagement should the course be designed?	x	X
8. What is the structure of the course? How many lessons for each module?		x
9. Do learning objectives already exist?	x	
10. What does the functional prototype should include?	x	X
11. Do you have a specific branding for the course materials already developed?	x	
12. If applicable, what kind of LMS is the course going to be hosted in?	x	
13. If applicable what version of the LMS is the course going to be hosted in?		x



14. What storyboard format should be used to create the storyboards?	x	
15. What are the specific functional content areas that the course needs to cover?	x	
16. What courseware development tool should be used to produce the course?	x	
17. Does the course need to be Section 508 compliant?		x
18. Does the course need to be SCORM-conformant?		x
19. Does the course need to be developed in other languages besides English?		x
20. Where is the course pilot going to be held?	x	
21. The course pilot, how will the Level 1 student surveys be administered?		x
Questions to Scope the Project		
1. What kind of development cycles (phases) does the project need to include?	X	
2. What is the period of performance for this project?	X	
3. What are the deliverables for this project?	X	
4. Will Subject Matter Expert support be provided?	X	
5. Is it up to the vendor to set up an external collaborative site to share information and submit deliverables?	X	
6. Will the vendor be able to have access to BIR's courseware hosting environment to conduct integration testing?	X	
7. Who is the official approver for all deliverables?	x	
8. What is the expected review time for BIT to complete review of each deliverable?		x
9. What project activity will require travel?	x	



10. What software is acceptable to create the PMP, schedule and reports for the project?	x	
--	---	--