

Tool 4/5

Performance Alignment Contract

Project Name: _____

_____ Training Department

_____ Client Name and Department

_____ Sponsor

Project managers:

month/day/year

Change # _____

Project Name

Purpose. *The purpose of this agreement is to enable representatives from the client organization, the XYZ training department, and other interested parties to understand how the proposed solution will be designed, developed, and delivered to achieve the client's performance goals. The parties mutually agree that this design has the best opportunity to achieve the intended results and the parties will use the design as a blueprint going forward.*

Going forward, if the design is challenged by others, or if there is a proposed change to the design by anyone, then this agreement must be renegotiated with the client. Solution developers, training suppliers, instructors and facilitators, and others involved in this project are obligated to the parameters of this design.

Agreement. *I concur with and will support the project profile, alignment strategy and the Training and Performance Solution Design described in this agreement. Project manager will work to sustain the components of alignment and keep the project on track and on budget.*

Project Manager (signature)

Date

Instructional Designer (signature)

Date

Key Sponsor Representative (signature)

Date

Client (signature)

Date

Section I. Business Need/ Requirement		
<i>The end in mind</i>	A.	
<i>Key business outcome goals for training project</i>	A.	
	B.	
<i>Key execution goals for training project</i>	A.	
<i>Root cause of the problem</i>	A.	
	B.	
	C.	
Section II. Training and Performance Solution Design		
<i>Training and Performance Solution</i>	A.	
<i>Outcome Guiding objectives and measures</i>	A.	
	B.	
	C.	

Section II. Training and Performance Solution Design (continued)		
<i>Execution Guiding objectives and measures</i>	<i>A.</i>	
	<i>B.</i>	
	<i>C.</i>	
	<i>D.</i>	
<i>Performance Readiness Guiding objectives and measures, and AMR Strategy</i>	<i>A. Learning Objectives: K&S, confidence, and current ineffective habits</i>	
	<i>1.</i>	
	<i>2.</i>	
	<i>3.</i>	
	<i>B. Active Management Reinforcement Strategy: To be implemented by specific members of management team. Transfer actions below may complement this item.</i>	
	<i>1.</i>	
<i>Pre- engagement action</i>	<i>A.</i>	
<i>Work setting transfer action</i>	<i>A.</i>	
	<i>B.</i>	
	Note: If transfer action is not necessary, document and communicate compelling reason why.	
<i>Strategy to execute transfer action</i>	<i>A</i>	
	<i>B.</i>	

<i>Delivery</i>	A. Learning Delivery Mode	
	<i>I.</i>	
	B. Multi-Media and Electronic Design Support	
	<i>I.</i>	
Section III. Preferences and Support Requirements		
<i>Timing and spacing of roll-out</i>	<i>A.</i>	
<i>Delivery participation requirements</i>	<i>A.</i>	
<i>External training supplier requirements</i>	<i>A.</i>	
<i>Special support needs and instructions</i>	<i>A.</i>	
Section IV. Rapid Verification of Results (or alternative evaluation)		
<i>Assessment during program</i>	<i>A.</i>	
<i>Initial reaction at end of program</i>	<i>A.</i>	
<i>Execution in work setting after program</i>	<i>A.</i>	
<i>Business outcome</i>	<i>A.</i>	

Section V. Project Reporting Requirements and Expectations		
<i>During design and development</i>	<i>A.</i>	
<i>During program</i>	<i>A.</i>	
<i>End of program</i>	<i>A.</i>	
<i>After program</i>	<i>A.</i>	
<i>Other expectations</i>	<i>A.</i>	
Section VI. Budget		
<i>Approved budget</i>	<i>A.</i>	
<i>Per person cost</i>	<i>A.</i>	
<i>Budget allocation or chargeback</i>	<i>A.</i>	
	<i>B.</i>	
TEMPLATE		