

## RivCo Talent Production Set-up Questionnaire

To help us gather necessary information for your RivCo Talent Production Set-up, please answer the questions below to the best of your ability. The information you provide will be essential in ensuring that your content is set up according to your specific requirements. Please submit this completed document to [L&OD Instructional Designers](#). *If multiple trainings are involved, please attach a detailed list.*

1. What is the name of the content? Click or tap here to enter text.
2. What is the estimated target date for launch? Click or tap to enter a date.
3. Is this new or existing content? New  Existing
4. If this project involves existing content, what is the content's code? Click or tap here to enter text.
5. What type of content is it? e-Course  Video Tutorial  Skillsoft course   
Other: Click or tap here to enter text.
6. Who is the target audience for this training? Click or tap here to enter text.
7. Do you want TAP employees included? Yes  No   
Describe: Click or tap here to enter text.
8. Is the content a requirement? Yes  No
9. Is the content to be assigned? Yes  No 
  - a. If yes, how much time will learners have to complete the training to avoid being considered past due? (*i.e. 14 days, 1 month, 3 months, etc.*) Click or tap here to enter text.
10. Will this be a reoccurring training requirement for staff? Yes  No 
  - a. If yes, how often (*i.e. 365 days, 730 days*)? Click or tap here to enter text.
11. Should the training(s) be in a specific RivCo Talent Learning Library Folder(s)?  
Yes  No 
  - a. If yes, provide names of Library folder(s) and subfolder(s)? Click or tap here to enter text.
12. What email notifications should be automatically sent out to learners?

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Assignment  Reminder  Completion

Note: If you would like reports on your training content, please notify the ID Team. The ID Team will then provide you with the required form to complete (*HR Business System Solutions LMS Report Request*).