

E-Learning Success Metrics Worksheet

Project Information

Project Name: _____

Target Audience: _____

Launch Date: _____

Step 1: Identify Your Project's Purpose

What is the primary goal of this e-learning initiative? What problem is it trying to solve?

Step 2: Align with Business Objectives

How does this training support broader organizational goals?

Organizational Goal	How This Training Supports It

Step 3: Select Appropriate Metrics Categories

Check all that apply to your project and add specific metrics in each category

Cost Reduction Metrics

How will this training save money or resources?

- Travel cost savings: _____
- Reduction in classroom time: _____
- Decreased time away from work: _____
- Other: _____

Convenience/Accessibility Metrics

How will this training improve learning access or flexibility?

- Completion rate goal: _____
- Time to complete goal: _____
- Access across locations: _____
- Other: _____

Compliance Metrics

What regulatory or policy requirements will this training help meet?

- Completion documentation: _____
- Assessment performance: _____
- Certification achievement: _____
- Other: _____

Knowledge Retention Metrics

How will you measure what learners know?

- Pre/post assessment improvement: _____
- Knowledge check performance: _____
- Follow-up assessment results: _____
- Other: _____

Learner Satisfaction Metrics

How will you measure the quality of the learning experience?

- Course satisfaction score goal: _____

- Relevance rating goal: _____
- Net Promoter Score goal: _____
- Other: _____

Performance Impact Metrics

What workplace behaviors or results should improve?

- Specific behavior changes: _____
- Productivity improvements: _____
- Quality enhancements: _____
- Error reduction: _____
- Other: _____

Step 4: Define Your Balanced Measurement Framework

Type	Metric	Target	Measurement Method	Timeline	Owner
Reaction					
Learning					
Application					
Impact					
ROI					

Step 7: Plan for Continuous Improvement

How will you use the metrics data to improve future training?

Remember: The best measurement approach balances what's *ideal* with what's *practical*. Focus on metrics that provide meaningful insights about your specific learning objectives rather than trying to measure everything.