

## EXHIBIT 6.1. PERFORMANCE ALIGNMENT CONTRACT (TEMPLATE)

<b>Project Name</b> _____     	_____ Training Department _____ Client Name and Department _____ Sponsor Project managers: _____ ____/____/_____ <i>month/day/year</i> Change # _____
<p><b>Purpose.</b> 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.</p> <p>If the design is challenged by others or 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 abide by the parameters of this design.</p> <p><b>Agreement.</b> I concur with and will support the project profile, alignment strategy, and the Training and Performance Solution Design described in this agreement. The project manager will work to sustain the components of alignment and keep the project on track and on budget.</p>	
Project Manager (signature)	Date
Instructional Designer (signature)	Date
Key Sponsor Representative (signature)	Date
Client (signature)	Date

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**EXHIBIT 6.1. (Template Continued)**

<b>Section I. Business Need/Requirement</b>	
The end in mind	
Key business outcome goals for training project	
Key execution goals for training project	
Root cause of the problem	
<b>Section II. Training and Performance Solution Design</b>	
Training and performance solution	
Outcome guiding objectives and measures	

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**EXHIBIT 6.1. (Template Continued)**

Execution guiding objectives and measures	
Performance readiness guiding objectives and measures, and AMR Strategy	<p><i>A. Learning Objectives: K&amp;S, confidence, and current ineffective habits:</i></p> <p><i>B. Active Management Reinforcement Strategy:</i></p>
Pre-engagement action	
Work setting transfer action	

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**EXHIBIT 6.1. (Template Continued)**

Strategy to execute transfer action	
Delivery	
<b>Section III. Preferences and Support Requirements</b>	
Timing and spacing of rollout	
Delivery participation requirements	
External training supplier requirements	
Special support needs and instructions	
<b>Section IV. Rapid Verification of Results (or alternative evaluation)</b>	
Assessment during program	
Initial reaction at end of program	

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**EXHIBIT 6.1. (Template Continued)**

Execution in work setting after program	
Business outcome	
<b>Section V. Project Reporting Requirements and Expectations</b>	
During design and development	
During program	
End of program	
After program	
Other expectations	
<b>Section VI. Budget</b>	
Approved budget	
Per person cost	
Budget allocation or chargeback	