

# Subject Matter Expert Qualification Sheet



Quality	Yes No	Clarifying Question	Notes
Deep Content Understanding	<input type="checkbox"/>	Is this person a jack of all trades or a master of one? SME's should be a master of their domain.	
Unique Experience and/or Perspective	<input type="checkbox"/>	Does this person have an experience with the subject that is unlike others familiar with the content?	
Demonstrated Willingness to Share	<input type="checkbox"/>	SMEs spend a lot of time learning everything about their subject. A good SME has a history of sharing their information by writing help documents or coaching others.	
Available	<input type="checkbox"/>	SMEs tend to be busy, especially if training is related to a release or initiative. Is this person available during all review periods even if the timelines are extended?	
Training Ambassador	<input type="checkbox"/>	Does this person believe in the training that is being developed?	
Cross Domain Understanding	<input type="checkbox"/>	Do they simply know how something works or do they truly understand how the information interacts with other information?	
Project Specific Quality	<input type="checkbox"/>		