

Curriculum Mapping Template

What This Template Does for You

Ever wonder if your training programs actually prepare people for their jobs? This template helps you connect the dots between what people learn and what they need to do at work. Think of it as creating a roadmap that shows whether your learning experiences actually get people where they need to go.

Use this template when: you need to ensure training programs address all required competencies or when evaluating gaps in existing curriculum.

Do NOT use this template when: you need to define what competencies are required (use the Competency Framework Template first) or understand how expertise develops (use the Competency Mapping Template).

Start Here: 3 Critical Questions

Take 10 minutes to think through these:

1. **What specific job or role are you mapping curriculum for?**
2. **What performance problem are you trying to solve?** (People struggle with X, we keep having to retrain Y, new hires can't do Z?)
3. **What learning experiences do you currently have?** (Formal courses, on-the-job training, mentoring, etc.)

Keep these answers visible - they'll keep you focused on what matters.

Phase 1: Map What You Have

Time Estimate: 2-3 hours | Goal: Understand your current learning landscape

Program/Curriculum: _____

Target Audience: _____

Performance Context: _____

Step 1: List Your Learning Experiences

Pro Tip: Include everything - formal courses, informal mentoring, on-the-job practice, even "how we've always done it" knowledge sharing.

Formal Learning Inventory

Experience Type	Title/Description	Duration	Who Takes It	Last Updated	Still Relevant?
Course					Yes, No, Maybe
Workshop					Yes, No, Maybe
Certification					Yes, No, Maybe
eLearning					Yes, No, Maybe

Informal Learning Inventory

Experience Type	Description	Who Has Access	Quality Control	Effectiveness
Mentoring				★ ★ ★ ★ ★
Job shadowing				★ ★ ★ ★ ★
Communities of practice				★ ★ ★ ★ ★
Internal wikis/resources				★ ★ ★ ★ ★

Experiential Learning Inventory

Experience Type	Description	Who Gets It	How Supported	How Measured
Stretch assignments				
Cross-functional projects				
Temporary rotations				
Client/stakeholder interactions				

Red Flag Alert: If you have more than 10 formal learning experiences for one role, you might have redundancy or confusion.

Quick Assessment: Do you have a complete picture of both formal and informal learning?

Phase 2: Find the Gaps

Time Estimate: 1-2 hours | **Goal:** Identify what's missing or broken

Step 2: Match Learning to Competencies

You'll need: Your competency framework (if you don't have one, create it first using our Competency Framework Template)

Required Competency	Current Learning Experiences	Learning Objectives	Assessment Methods	Performance Context	Gap Analysis
Example: Risk Assessment	Course: Compliance Fundamentals, Module 3	Identify potential risks in project scenarios	Case study analysis	Real project planning meetings	Missing: stakeholder risk communication practice

Step 3: Gap Analysis Summary

Competencies with NO Learning Support

- **Competency:** _____
 - **Impact:** High/Medium/Low
 - **Why this matters:** _____
 - **Quick fix possibility:** Yes/No

Competencies with WEAK Learning Support

- **Competency:** _____
 - **Current coverage:** _____
 - **What's missing:** _____
 - **Difficulty to fix:** Easy/Medium/Hard

Over-Supported Competencies (Nice Problem to Have!)

- **Competency:** _____
 - **Redundant experiences:** _____
 - **Consolidation opportunity:** _____

Quick Assessment: Are your biggest gaps in high-impact competencies? That's where to focus first.

Phase 3: Plan Your Fixes

Time Estimate: 1-2 hours | **Goal:** Create actionable improvement plan

Before diving into priorities: You've identified gaps. Now you need to make smart decisions about which ones to tackle first. Not all gaps are created equal, and you have limited time and resources.

Step 4: Determine Your Prioritization Decision Framework

For each gap you identified, ask:

- **Business Impact:** If this gap persists, how much does it hurt performance/results?
- **Resource Reality:** Can we reasonably address this with current time/budget/people?
- **Quick Win Potential:** Will fixing this create visible improvement that builds momentum?
- **Stakeholder Support:** Do key decision-makers care about this gap?

Pro Tip: Don't try to fix everything at once. Three well-executed improvements are better than ten half-finished projects.

Step 5: Create Your Implementation Roadmap

Organize your gaps using this prioritization:

Priority 1: Critical Gaps (Fix in 0-3 months)

- **Gap:** _____
- **Solution:** _____
- **Resources needed:** _____
- **Success metric:** _____
- **Owner:** _____

Priority 2: Important Improvements (Fix in 3-6 months)

- **Gap:** _____
- **Solution:** _____
- **Resources needed:** _____
- **Success metric:** _____
- **Owner:** _____

Priority 3: Nice-to-Have Optimizations (Fix in 6-12 months)

- **Gap:** _____
- **Solution:** _____
- **Resources needed:** _____

- **Success metric:** _____
- **Owner:** _____

Step 6: Design Learning Pathways (If needed)

For roles requiring competency progression:

Entry Level → Proficient

Competency	Prerequisite Knowledge	Learning Sequence	Practice Opportunities	Assessment Points

Proficient → Expert

Competency	Advanced Requirements	Complex Applications	Mentoring/Teaching Role	Mastery Indicators

Quick Assessment: Can you realistically implement your Priority 1 fixes with current resources?

Phase 4: Measure Your Success

Time Estimate: 30-60 minutes setup, ongoing measurement | **Goal:** Ensure your curriculum changes actually improve performance

Step 7: Assess Your Curriculum Effectiveness

Focus: Determine whether your curriculum changes actually improve job performance

Pro Tip: Don't wait months to start measuring. Set up your assessment plan before implementing changes so you can track improvement over time.

Choose Your Assessment Methods

Select 2-3 methods that fit your situation and resources:

Short-term Learning Assessment (0-30 days)

- **Pre/post competency assessments** - Measure skill improvement immediately after training
- **Application assignments** - Real work projects that require demonstrating target competencies
- **Behavioral observation checklists** - Track specific competency behaviors during training

Transfer to Performance Assessment (30-90 days)

- **Manager feedback on learner performance** - Supervisor reports on competency improvement post-training
- **Learning transfer evaluation** - Follow up to see if competencies transfer to actual work performance
- **Performance improvement tracking** - Monitor job performance metrics before and after curriculum changes

Long-term Impact Assessment (90+ days)

- **Competency-based simulations** - Realistic scenarios that test competency application under pressure
- **Time-to-competency measurement** - Track how quickly new hires reach proficiency with improved curriculum
- **Retention and advancement rates** - Monitor career progression of people who completed improved curriculum

Implementation Notes

- **Start simple:** Pick one short-term and one transfer assessment method
- **Be consistent:** Use the same measurement approach across similar roles
- **Share results:** Report curriculum effectiveness to stakeholders who supported the changes

Quick Assessment: Can you realistically implement your chosen assessment methods with current resources? If not, simplify your approach.

Quick Win Opportunities

Look for these easy improvements:

Low-Hanging Fruit

- **Update outdated content** - Quick refresh of existing materials
- **Combine redundant training** - Multiple courses covering the same ground
- **Add missing assessments** - Learning without feedback loops
- **Create job aids** - Turn training content into on-the-job references

Simple Additions

- **Peer learning sessions** - Let experts share with newcomers
- **Case study discussions** - Use real situations from your workplace
- **Follow-up check-ins** - 30-day post-training application review
- **Manager conversation guides** - Help supervisors support learning transfer

Resource Reallocation

- **Reduce over-training** - Shorten courses for competencies people pick up quickly
 - **Increase practice time** - More hands-on work for complex competencies
 - **Just-in-time resources** - Move some content from courses to job aids
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Quality Assurance Checklist

Alignment Check

- **Relevance:** Do learning experiences directly support job performance?
- **Sufficiency:** Is there adequate practice opportunity for each competency?
- **Progression:** Do experiences build complexity appropriately?
- **Assessment:** Can learners demonstrate competency application?
- **Transfer:** Are there bridges between learning and work contexts?

Stakeholder Validation

- **Subject matter experts** reviewed competency-learning alignment
 - **Supervisors** confirmed relevance to actual work requirements
 - **High performers** validated learning pathway progression
 - **Recent learners** provided feedback on experience effectiveness
 - **Manager** confirmed resource allocation and timeline
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Troubleshooting Guide

"Everything seems like a priority - where do I start?"

Solution: Focus on competencies that:

1. Have high business impact
2. Currently have zero learning support
3. Can be addressed with existing resources

"Stakeholders keep adding more competencies to map"

Solution: Go back to your "Start Here" questions. What performance problem are you solving? Use that to make decisions about scope.

"We don't have budget for new training"

Solution: Look at reallocation opportunities. What current training could be shortened, combined, or eliminated to make room for higher-priority gaps?

"People don't complete the training we already have"

Solution: This might be a relevance problem, not a compliance problem. Are learners seeing clear connections between training and their actual work?

Maintenance Schedule

Quarterly Reviews (30 minutes)

- New competency requirements identified
- Learning experience effectiveness data collected
- Stakeholder feedback gathered
- Minor adjustments implemented

Annual Updates (2-3 hours)

- Complete curriculum audit conducted
- Major gaps or redundancies addressed
- Delivery methods evaluated and updated
- Strategic alignment with organizational changes confirmed

Trigger Events (As Needed)

- Role responsibilities change significantly
 - New technology or processes introduced
 - Performance problems emerge
 - Organizational restructuring
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Implementation Tips

For L&D Teams/Instructional Designers

- **Start small:** Pick one role or department for your first mapping exercise
- **Get input early:** Involve managers and high performers in the gap analysis
- **Track effectiveness:** Measure learning transfer, not just completion rates
- **Design for gaps:** Use identified gaps to prioritize new learning design projects
- **Test improvements:** Pilot curriculum changes before full rollout
- **Document impact:** Track performance improvements after curriculum changes

For Managers

- **Use the gaps:** Focus development conversations on identified weak areas
- **Support transfer:** Help employees apply learning through real work assignments
- **Provide feedback:** Let L&D know what's working and what isn't

For Employees

- **Understand the map:** Know how your learning connects to your job performance
 - **Practice actively:** Look for opportunities to apply new competencies at work
 - **Share feedback:** Tell L&D and your manager what learning experiences help most
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Foundational Sources

This template synthesizes established methodologies from:

- Jacobs, H. H. (1997). *Mapping the Big Picture: Integrating Curriculum and Assessment K-12*. Association for Supervision and Curriculum Development.

- Bloom, B. S. (1956). *Taxonomy of Educational Objectives: The Classification of Educational Goals*. Longmans, Green.
- Dick, W., Carey, L., & Carey, J. O. (2014). *The Systematic Design of Instruction* (8th ed.). Pearson. [ADDIE methodology]

For deeper understanding of curriculum alignment and instructional design principles, these sources provide comprehensive frameworks and research foundations.

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This template ensures learning experiences align with performance requirements. For creating competency definitions, use the [Competency Framework Template](#). For understanding how competencies develop in practice, use the [Competency Mapping Template](#).