

Spring Training 2004: Workplan

ID	Task	Responsible	Dates		Milestone Y/N	Comments/Status
			Start	Finish		
Plan						
1.	Create project budget					
2.	Create Stakeholder analysis					
3.	Determine course delivery timeframe					
4.	Define high-level learning objectives					
5.	Outline team roles and responsibilities					
6.	Create task order					
7.	Identify logistics strategy					
8.	Review plans with Project Sponsor					
9.	Identify team members/SMEs					
10.	Initial meeting with contractor Team Lead					
11.	Schedule and facilitate kick-off meeting					
12.	Develop internal communication plan					
13.	Develop external communication plan					
Design						
Design course materials						
14.	Develop detailed learning objectives					
15.	Create content outline					
16.	SME/Sponsor/Stakeholder review of content outline and learning objectives					
17.	Revise content outline and learning objectives					
18.	Determine instructional strategies					

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ID	Task	Responsible	Dates		Milestone Y/N	Comments/Status
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19.	Draft storyboards					
20.	SME/Sponsor/stakeholders review of storyboards					
21.	Revise storyboards					
22.	SME/Sponsor final review of storyboards					
23.	Design templates for Instructor and Participant Guides and PPT presentation					
24.	Project Manager review of templates					
25.	Revise templates					
26.	Plan evaluation/measurement tools and methods					
27.	Design contingency plan					
Plan Course Logistics						
28.	Determine training dates					
29.	Select and reserve training venues					
30.	Identify and schedule trainers					
31.	Post Spring Training to LMS and begin advertising					
32.	Execute communication plans					
33.	Secure technical assistance for virtual classroom delivery					
Design Training of Trainers Course						
34.	Design Training of Trainers (TOT) course outline					TOT will be conducted 3 weeks prior to training
35.	Project Manager review of TOT course outline					
36.	Revise TOT course outline					
37.	Determine and communicate TOT dates to trainers					

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38.	Arrange TOT course logistics					Prepare TOT agenda, reserve rooms/equipment
Build						
Build Course Materials						
39.	Develop first draft of Instructor Guide with Table of Contents					
40.	Develop first draft of PPT presentation					
41.	Project Manager review of first drafts					
42.	Develop remaining Instructor Guide and PPT presentation					
43.	Create theme, media/graphics					
44.	SME/Sponsor review of theme, media/graphics					
45.	Plan dry run with SME					Identify/notify participants, reserve room, copy materials
46.	Conduct dry run					
47.	Revise Instructor Guide					
48.	Create Participant Guide					
49.	Develop evaluation tools					
50.	SME review of Instructor/Participant Guides and evaluation tools					
51.	Revise Instructor/Participant Guides and evaluation tools					
52.	Review for final edits					
53.	Prepare camera ready copies of materials					
54.	Develop contingency plan					

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Conduct course pilot						
55.	Plan course pilot					Reserve room/equipment, determine/invite participants, prepare materials, prepare instructor
56.	Conduct course pilot					
57.	Revise course materials from pilot evaluations					
Build TOT course materials						
58.	Finalize TOT course agenda					
59.	Develop TOT materials					
60.	Identify and prepare TOT instructors					
61.	Project Manager Review of TOT materials	Project Mgr.				
62.	Revise TOT materials	Development Team				Logistics includes: soliciting, selecting and scheduling trainers, selecting sites, advertising training (external Comm. Plan) and packaging materials
63.	Print TOT materials	“				
Implement course logistics plan						
64.	Prepare nametags, sign-in sheets, attendance rosters for TOT and course	Support Team				
65.	Schedule/Document travel plans					
66.	Execute communication plans					
67.	Print materials	Support Team				
68.	Burn and test CDs with soft copies of materials					
69.	Ship all materials to training venues					
Deliver						
70.	Conduct Training of Trainer sessions					TOT will be conducted 3 weeks prior to training; Training for virtual classroom delivery will be included in TOT

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71.	Collect and summarize TOT evaluations					
72.	Deliver Spring Training sessions					
Assess						
73.	Collect training evaluations					
74.	Analyze evaluation results					
75.	Summarize evaluation results					
76.	Submit final report and recommendations					
77.	Plan and conduct celebration and Lessons Learned session					