

**Facilitator Agenda
Pell Team Kick-off
January 23-24, 2002**

DAY 1

Time	Topic	Presenter
9:00	Introductions	Mark/Marie
	Introductions	
	Goals of session	
	Service standards and ground rules	
	Review agenda	
9:30	Explanation of process	Mark
	Why we're doing this – and why this way	
	Benefits of shared process across teams	
	Discussion of individual experiences and what each team offers	
10:00	Overview of process	Mark
	Plan, Design, Build, Do, Assess	
10:30	BREAK	
10:45	Plan overview	Mark
	Overview of major deliverables <ul style="list-style-type: none"> • Training Needs Assessment • Instructional Design Plan • Project Plan 	
	Overview of templates, tools, etc. (not tasks)	
11:15	Training needs assessment working session	Mark
	Conduct audience analysis	
12:00	Lunch	
1:00	Instructional design plan working session	Mark
	Determine learning objectives	
2:00	BREAK	
2:15	Continue learning objectives	
3:00	Roles & Responsibilities	Marie
	<ul style="list-style-type: none"> • Overview of roles • Role map discussion 	
3:30	Closing	Mark/Marie
	Review day 1, preview day 2	
	Lessons learned	

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DAY 2

Time	Topic	Presenter
9:00	Agenda	Mark
	Goals of today	
	Review agenda	
9:15	Wrap up role map (Placeholder)	Marie
9:45	Continue instructional design plan working session	Mark
	Determine content scope	
10:30	BREAK	
10:45	Determine delivery strategy	
11:30	BREAK	
11:45	Identify logistics strategy	Linda/Vicky Wilson
12:30	Lunch (<i>potentially a working lunch</i>)	Mark
1:00	Project plan working session	Mark
	Identify stakeholders and communications plan	
2:00	BREAK	
	Create workplan (tasks, deliverable schedule, check-in points)	Marie
3:00	Closing	Mark/Marie
	Review of day 2	
	Preview of design	
	Lessons Learned	
	Schedule next gathering/conference calls	