

Stages	Phases	Major Deliverables	Task(s)	Roles	Timetable & Checkpoints
Develop	Plan It!	Performance Analysis	Conduct Audience/Stakeholder Analysis Gap Analysis (A to K, To Be, Capex, Strategy)	SFAU PM, ID, SMEs, Users SFAU PM, ID, SMEs, Users	
		Curriculum Plan	Identify Learning Objectives	ID	
			Identify Content Scope (Content Inventory)	ID, SMEs	
			Develop Macro Training Delivery Strategy	ID, SFAU PM	
		Project Plan	Identify Resource Allocation (training material & performance criteria description)	ID	
			Identify Logistics Sequence	LC	
	Identify Stakeholders (Role Map)		POPM, POPM, SFAU PM, ID		
	Identify Tasks, Deliverables & Roles		SFAU PM		
	Develop Budget		SFAU PM, LC, Production		
	Task Order	Create Macro Timeline	SFAU PM		
	Project Management	Review Check-In points	POPM, SFAU PM		
		Track, Review and Award Task Order	SFAU PM, COR, POPM		
	Design It!	Instructional Strategy/ Storyboard	Kick-off meeting	SFAU Mgmt, SFAU PM, POPM, POS	
			Content Outline	SFAU PM, POPM	
			Alpha Usability Test	ID, SMEs	
		Evaluation Instrument	Review and Adopt Training Material Standards (Templates)	ID, SMEs	
			Create Engagement, Interactive and Learning Relevance Activities (Activity Name, Activity Type, Learning Objective for Activity, Content Scope, Artifacts/Tools, Examples/Needlet, Feedback Strategy)	ID, SMEs, LC	
		Deliverable Schedule	Develop Scripts, Blocking & Schedule Production	MC, ID, SMEs, SFAU PM, COR	
Design Instructional Platform			ID		
Support Processes		Create Macro Content Outline & Gather Information	ID, SMEs		
		Plan Alpha Usability Test	TST		
		Conduct Alpha Usability test (results & recommendations)	TST, Users		
Project Management	Plan Evaluation/Measurement tools & methods	QC			
	Create Micro Implementation Timeline (Implementation Schedule, TOT Design Requirements, Training Maintenance Plan)	SFAU PM			
Build It Classroom!	Trainer & Training Materials	Create Logistics Timeline (Logistics, Resource & Site Requirements)	SFAU PM		
		Identify Help/Support Processes required	SFAU PM, ID		
		Rick-off meeting	All Participants		
	Participant Materials	Create Communication Plan	SFAU PM, Comm		
		Control project work throughout each phase	SFAU PM, POPM		
		Create Detailed Course Content (Micro Content Outline)	SMEs, ID		
	Testing	Create Instructor/Facilitator material (Media presentations, activities, scenarios, classroom charts)	SMEs, ID, MC		
		Create Videos	ID, MC		
		Create Graphics	GD		
	Support Processes	Prepare Train the Trainer Course structure, content, material and logistics	ID, SMEs, LC		
		Select Trainers for TOT	SFAU PM, POPM		
		Create Detailed Course Content (Micro Content Outline)	SMEs, ID, MC		
Evaluation/Measurement	Create Participant Material (guide, workbook & artifacts)	SMEs			
	Develop Performance Support Materials (props/job aids)	ID, SMEs, GD, MC			
	Dry Run	SMEs, SFAU PM			
Training Logistics	Plan Internal Beta Usability tests	TST			
	Conduct Internal Beta Usability Tests	TST, Users			
	Plan Pilot Development tests	TST			
Project Management	Conduct Pilot Development tests	TST, Users			
	Build Help/Support processes	ID, SMEs			
	Develop Evaluation/Measurement tools & methods	QC			
Build It Online!	Execute Training Logistics	LC			
	Package Materials (printing & shipping)	DP			
	Select Trainers & Select Sites	SFAU PM, POPM, LC			
Do It!	Course Materials	Schedule Programs	SFAU PM, POPM, LC		
		Conduct ongoing communications/ Control project work throughout each phase	Comm, SFAU PM, POPM		
		Create Course Content (varies by solution - CRT, Bus Sim)	SMEs, ID		
	Testing	Create Activities (Micro Storyboard, Artifacts, Tools, & Feedback)	SMEs, ID		
		Identify Examples	SMEs		
		Develop Feedback	SMEs		
	Support Processes	Create Media	MC		
		Create Graphics	GD		
		Create Training Database	SMEs, IT		
	Evaluation/Measurement	Develop Performance Support Materials (props/job aids)	ID, SMEs, GD, MC		
		Dry Run	SMEs, SFAU PM		
		Plan Internal Beta Usability tests	TST		
Project Management	Conduct Internal Beta Usability tests (results)	TST, Users			
	Plan Pilot Development tests	TST			
	Conduct Pilot Development tests (results)	TST, Users			
Deliver	Plan Component, Assembly & System Development tests	TST			
	Conduct Component, Assembly & System Development tests (results)	TST, Users			
	Package Materials (printing & shipping)	SMEs, DP			
Assess It!	Build Help/Support processes	ID, SMEs			
	Develop Evaluation/Measurement tools & methods	QC			
	Conduct ongoing communications/ Control project work throughout each phase	Comm, SFAU PM, POPM			
Analysis	Train the Trainer (TOT)	SFAU PM			
	Logistics Support	Dev, TRN			
	Ongoing Training	LC			
Project Management	Deliver Training	TRN, Users			
	Conduct Trainee Evaluations	TRN			
	Implement Ongoing Support	IT/Dev, TRN			
Project Management	Implement Training Maintenance plan	Dev, TRN			
	Conduct ongoing communications/ Control project work throughout each phase	Comm, SFAU PM, POPM			
	Conduct Evaluation	QC			
Project Management	Collect Design, Delivery and Economical Effectiveness data	QC			
	Summarize Evaluation/Measurement Results	QC			
	Analyze Evaluation/Measurement results	QC			
Project Management	Create Plan of Action/Make Recommendations	POPM, SFAU PM, QC, SMEs			
	Celebrate	All Participants			
	Conduct ongoing communications/ Control project work throughout each phase	Comm, SFAU PM, POPM			

Legend

Mgmt: POS - Program Office Sponsor, POPM - Program Office Project Mgr, SFAU PM - SFA Univ Project Manager, SFAU Mgmt - SFA Leadership

Client: SME - Subject Matter Expert, Users - End Users/Trainees

SFAU: COR - Contracting Officer Representative, DP - Desktop Publishing, Dev - Development Team, ID - Instructional Designer, IT - Information Technology (programmer, tech adv), LC - Logistics Coordinator, MC - Media Coordinator, QC - Quality Control, TST - Tester

Other: Comm - Communications person, GD - Graphics Designer, TRN - Trainers

Management Checkpoint



Develop

Build It Classroom!

Do It!

Assess It!

