

Stages	Phases	Segments/Major Deliverables	Task(s)	Step(s)
DEVELOP	Plan It!			
		Audience Analysis		
			Identify stakeholders (key players & roles)	
			Conduct audience analysis	
			Assess current performances	
			Define "to be" performance requirements	
			Identify performance gaps	
			Identify strategy for addressing gaps	
		Curriculum Plan		
			Identify learning objectives	
			Identify content scope	
			Determine training delivery strategy	
			Determine instructional platform	
		Project Plan		
			Identify tasks, deliverables & roles	
			Develop budget	
			Create macro & micro timeline	
		Define check-in points		
	Task Order			
		Create task order		
			Review proposal	
		Award task order		
	Project Management		Control project work throughout each phase	
	Design It!			
		Instructional Strategy/Storyboard		
			Create macro storyboard	
			Review and Adopt Training Material Standards	
				Identify activity type map objectives and content to activity Identify artifacts/tools feedback strategy
			Create activity designs	
		Content Outline		
			Gather detailed content	
		Delivery/Technical Architecture		
			Gather requirements	
			Confirm development & delivery requirements	
		Alpha Usability Test		
			Conduct Alpha usability test	
		Evaluation Instrument		
			Plan evaluation/ measurement tools & methods	
		Implementation Plan		
			Create implementation plan	
	Support Processes			
		Identify help/support processes required		
	Communication Plan			
		Create communication plan		
	Project Management			
		Kick-off meeting		
		Control project work throughout each phase		
	Build It! Classroom			
		Instructor Materials		
			Create detailed course content	
		Create instructor material		
		Prepare train the trainer course structure, content, material and logistics		
Participant Materials				
		Create detailed course content		
		Create participant material		
		Develop performance support materials		
Testing				
		Plan & conduct Beta development tests		
			create Beta usability test plan/schedule users conduct Beta usability test revise materials based on results from Beta usability test	
		Plan & conduct Pilot development tests		
			create Pilot test plan/schedule users conduct Pilot test revise materials based on results from Pilot test	
Support Processes				
		Build/help support processes		

Stages	Phases	Segments/Major Deliverables	Task(s)	Step(s)
		Evaluation/Measurement		
			Develop evaluation/ measurement tools & methods	
		Training Logistics		
			Execute training logistics	
			Package materials (printing & shipping)	
		Communication Plan		
			Conduct ongoing communication	
		Project Management		
		Control project work throughout each phase		
	Build It! Online	Course Materials		
			Create course content (varies by solution - CBT, Bus Sim)	
			Create Artifacts & Tools	
			Identify Examples	
			Develop Feedback	
			Coordinate Media Development: Graphics/Video	
			Create Training Database	
			Develop performance support materials	
		Testing		
			Plan & conduct Beta development tests	
				create Beta usability test plan/schedule users conduct Beta usability test revise materials based on results from Beta usability test
			Plan & conduct Pilot development tests	
				create Pilot test plan/schedule users conduct Pilot test revise materials based on results from Pilot test
			Plan & conduct Component, Assembly & System development tests	
				create Component, Assembly & System test plan/schedule users conduct Component, Assembly & System test revise materials based on results from Component, Assembly & System test
		Package Materials		
			Package materials (printing & shipping)	
		Support Processes		
			Build/help support processes	
		Evaluation/Measurement		
	Develop evaluation/ measurement tools & methods			
Communication Plan				
	Conduct ongoing communication			
Project Management				
		Control project work throughout each phase		
DELIVER	Do It!	Train the Trainer (TOT)		
			Schedule trainers	
			Conduct train the trainer sessions	
		Logistics Support		
			Execute logistics support	
		Ongoing Training		
			Registration	
			Deliver training	
				conduct course evaluations
			Implement ongoing support	
		Implement training maintenance plan		
	Communication Plan			
		Conduct ongoing communication		
	Project Management			
			Control project work throughout each phase	
	Assess It!	Conduct Evaluation		
			Collect design effectiveness data	
			Collect delivery effectiveness data	
			Collect economical effectiveness data	
			Summarize evaluation/measurement results	
Analysis				
		Analyze evaluation/measurement results		
		Create plan of action/make recommendations		
Communication Plan				
		Conduct ongoing communication		
Project Management				
		Control project work throughout each phase		