

## Draft – Logistics Summary Job Aid

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### **What is a logistics summary?**

A logistics summary is an overview of the locations (i.e. Regional Training Facilities or School/off-site locations in the 50 states plus Guam and Puerto Rico, etc.) and the number of events that will be held for a particular training series. Once the number of participants is determined, this summary helps identify the type of support and materials required to deliver the training.

### **How to perform an audience analysis:**

Using the logistics summary template, answer the following questions:

#### ***Location of events***

- How many events will be held in the 10 RTFs?
- How many events will be held in non-RTF sites?

#### ***Type of Facility***

- Meeting rooms (standup training, i.e. policy)
- Computer labs (computer training)
- Large auditorium (satellite video conferences)

#### ***Number of events***

- How many events will be held in the Regional Training Facilities (RTF)?
- How many events will we contract for at non-RTF locations?

#### ***Number of participants per event***

- What is the anticipated number of participants?

#### ***Delivery support***

- Who will support this training?
  - Subject Matter Experts (SMEs)
  - Institutional Improvement Specialists (IISs from Case Management in School Channels)
  - Training Officers (SFA University)
  - Account Managers (School Relations Office)
  - Non-Federal Presenters
  - Regional Training Facility (RTF) Coordinator in regional offices
  - Training Materials Reviewers

#### ***Materials needed***

- Instructor Guide/Notes, Participant Guide, Power point Slides, Data Base
- Other supplementary materials (pamphlets, Pell Grants On-Line brochures, etc)
- Registration Sheet/Customer Satisfaction Survey
- Supplies:
  - Microphones/podium
  - Flip Charts
  - Multi-media Projector/Computer/Internet Access