

## Curriculum Plan

A curriculum plan outlines the approach to providing training. It includes an overview of:

- Learning Objectives
- Content Scope
- Delivery strategies
- Training materials
- Training metrics
- Training logistics requirements
- Any other information pertinent to developing and delivering effective training

A curriculum plan is necessary any time a group is planning on delivering training to individuals. A curriculum plan will:

- Ensure that all aspects of training are addressed prior to development
- Assist developers in providing materials with consistent and accurate messages to participants
- Ensure that developers maintain the proper focus and scope in the training materials
- Assist in determining how much time is needed for development and preparation of course materials and logistics
- Assist in the approval process for a training program
- Facilitate communication and awareness about the training program

The key steps in developing a curriculum plan are:

### 1. Identify key components of plan

- Introduction and Table of Contents  
This section covers the overall purpose of the training, the scope, objectives, and approach for developing the curriculum plan
- Curriculum Plan Strategy  
Includes the overall strategy and the guiding principles for training. Guiding principles are standards the training team will adhere to when developing and delivering the training. The strategy should include instructional approach, overall development approach, and team roles and responsibilities
- Content Scope  
This section covers the overall plan for the course and includes a detailed outline of course modules.
- Instructional Platform  
Includes information about training materials and metrics.
- Training Delivery  
This section includes all logistical and facility requirements, lists instructors and scheduling information

### 2. Gather information for components of the curriculum plan

Work with key project members and business experts to determine the information necessary to complete a draft of the curriculum plan. This step may include:

- Facilitated brainstorming sessions

- Voice and e-mail communications
- One-on-one meetings with key individuals

3. Develop curriculum plan draft

- A. Incorporate information gathered in the previous step into the components of the curriculum plan
- B. Identify areas where additional information needs to be gathered

4. Review and finalization

- A. Review of the plan should occur in the following order:
  1. Training team
  2. Key project members
  3. Additional business experts

Note: the review process depends largely on the structure of the project. There may be a different number of review stages.

- B. Incorporate feedback into the plan after each review stage
- C. Release the final version to the project team