

Training Lifecycle Template Job Aid Progress Matrix

Deliverable/Job Aid/Template	Description	FileName	Status	Responsibility	Deliverable
PLAN IT					
Stakeholder Analysis	Used to Identify the internal and external stakeholders within the training project. By understanding the characteristics of each stakeholder group, you can more effectively plan a communication strategy that meets the individual needs of <u>each group</u>	Plan It_Template_Stakeholder Analysis.xls Plan It_Job Aid_Stakeholder Analysis.doc	Pending Review	Penny, Jeff & Howard	29.3.1c
Audience Analysis	Analysis used to outline and identify the user groups (target range of individuals to be trained) and their job activities. Includes statements on previous career experience, educational background, organizational role, tenure, and training availability. Critical for the design, development and <u>conduct of training</u>	Plan It_Template_Audience Analysis.doc Plan It_Job Aid_Audience Analysis.doc	Pending Review	Penny, Jeff & Howard	29.3.1c
Gap Analysis	Used to document the audience "as is" and as they should be ("to be") in terms of their knowledge, skills and attributes. Includes a strategy for addressing such gaps	Plan It_Template_Gap Analysis.doc	Pending Review	Penny, Jeff & Howard	29.3.1c
Learning Objectives	Used to collect those statements that declare the learning outcome of the training, whether it is cognitive (knowledge), affective (emotional), or psychomotor (skills)	Plan It_Template_Learning Objectives.doc Plan It_Job Aid_Learning Objectives.doc	Final Review	Penny, Jeff & Howard	29.3.1c
Curriculum Plan	Covers the overall plan for the course and includes a macro outline of course modules. It also includes information about the content scope, training delivery strategy and the intended format/graphical layout of training materials and metrics	Plan It_Template_Curriculum Plan.doc Plan It_Job Aid_Curriculum Plan.doc	Pending Review	Penny, Jeff & Howard	29.3.1c
Instructional Platform	Provides a context for potential alternatives to delivering training, described and evaluated in terms of their relative advantages and disadvantages. Used to decide on the <u>recommended training medium and training methodology</u>	Plan It_Job Aid_Instructional Platform.com	Pending Review	Penny, Jeff & Howard	29.3.1c
Logistics Summary	Documents processes and best practices for providing logistical support to training (includes facility requirements, instructors and scheduling information)	Plan It_Checklist_Logistics Training.doc Plan It_Job Aid_Logistics.doc	Pending Review	Penny, Jeff & Howard	29.3.1c

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Role Map	Outlines tasks as they related to each role within the project team and identifies which person fills each role (e.g. SFA U Project Manager, Program Office Project Manager, COR)	Plan It_Template_SFA U Role Map.xls	Pending Review	Penny, Jeff & Howard	29.3.1c
GANTT	Identifies the deliverables, tasks, subtasks, roles, timelines and checkpoints for each phase of the training cycle	GANTT chart_V4.xls	Pending Review	Penny, Jeff & Howard	29.3.1c
Budget	Used to detail an ongoing depiction of the financial costs associated to the course project	Microsoft Project	Not Started		
Macro Timeline	Chart used to identify the length of time required to develop and deliver training	Microsoft Project	Not Started		
Project Plan	Core Management plan that includes budgets, timelines and check-in points	Microsoft Project	Not Started		
Task Order	Documents processes and best practices for preparing, reviewing, revising and awarding task order(s)	Plan It_Template_Task Order.doc	In Progress	Penny will provide a checklist	29.3.1c
Kick-off Meeting	Documents processes and best practices surrounding the preparation and execution of a kick-off meeting from the Plan It! phase to the Design It! phase		Not Started	Penny	
Project Management		SFA U PM Overview.doc	Not Started	Jeff	
DESIGN IT					
Macro Storyboard	Provides best practices for providing a visual flow/description from the point-of-view of the participants as to how training is experienced		Not Started		
Training Material Standards	Used to review and adopt standards/templates for creating training materials	Design It_Template_Training Writing Standards.doc Design It_Job Aid_Training Material Standards.doc	Pending Review	Penny, Jeff & Howard	29.3.1c
Instructional Strategy	Focuses on "how" training will be taught and used to include any interactive, engagement and learner-relevant activities required to help the training succeed		Not Started		

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Scripts, Blocking and Scheduled production	Used for writing the description of audio and video media to include narration and dialogue	Design It_Template_Audio Scripts.doc	Pending Review	Penny, Jeff & Howard	29.3.1c
Design Instructional Platform	Document used to detail the manner in which training will be delivered		Not Started		
Macro Content Outline	Used to showcase at a high level "what" the participant needs to know, do or feel		Not Started		
Alpha Usability Test	First of three testing efforts where sections of the course are rehearsed to test particular objectives. Differs from Beta testing in that it does not test the entire course	Design It_Job Aid_Alpha Usability Testing.doc	Pending Review	Penny, Jeff & Howard	29.3.1c
Plan Evaluation/Measurement Tools	Document used to facilitate the process of selecting evaluation/measurement tools to determine the success of training (design effectiveness, delivery effectiveness and economical effectiveness)	Design It_Job Aid_Evaluation Capabilities.xls Design It_Job Aid_Surveys.ppt	Pending Review	Penny, Jeff & Howard	29.3.1c
Implementation Plan	Outlines key activities, milestones and critical dependencies for training	Project Plan - Microsoft Project	Not Started		
Logistics Timeline	Used to calendar those steps necessary to logistically implement the training product	Design It_Template_Logistics Timeline.xls Design It_Template_Logistics Timeline.ppt	In Progress		
Help/Support Processes	Used to identify the help/support processes to support the development and delivery of training	Design It_Template_Help-Support Process Roles.xls Design It_Template_Help-Support Tracking Log.xls	Pending Review	Penny, Jeff & Howard	29.3.1c
Communication Plan	Plan used to provide information and feedback to all stakeholders of a given project at the right time and in the right manner.	Design It_Template_Communication Plan.xls Design It_Job Aid_Communication Plan.xls	Pending Review	Penny, Jeff & Howard	29.3.1c

Status

Not Started

In Progress

Pending Review

In Revision

Final Review

Completed

Deployed