

Stages	Phases	Major Deliverables	Task(s)	Roles		
Design	Plan	Training Needs Analysis	Conduct audience analysis	SFAU PM, ID, SMEs, Users		
			Conduct performance analysis	SFAU PM, ID, SMEs, Users		
		Instructional Design Plan	Identify learning objectives	ID		
			Identify content scope (content inventory)	ID, SMEs		
			Determine delivery strategy/instructional strategy	ID, SFAU PM		
			Identify logistics strategy	LC		
			Identify roles (role map)	PS, PPM, SFAU PM, ID		
		Project Plan	Identify stakeholders	SFAU PM		
			Create workplan (tasks, deliverable schedule, check-in points)	SFAU PM, LC, Production		
			Develop budget	SFAU PM		
	Task Order	Create, review and award task order	SFAU PM, COR, PS, PPM			
	Project Management	Kick-off meeting	SFAU Mgmt, SFAU PM, PPM, PS			
		Control project work throughout each phase	SFAU PM, PPM			
	Design	Instructional Strategy	Create goal map / course map (story board)	ID, SMEs		
			Create content outline	ID, SMEs		
			Create activities	ID, SMEs, LC		
			Determine media requirements	MC, ID, SME, SFAU PM, COR		
			Review and adopt training material standards	ID		
		Alpha Usability Test	Plan alpha usability test	TST		
			Conduct alpha usability test (results & recommendations)	TST, Users		
		Evaluation Instrument	Plan evaluation/measurement tools & methods	QC		
		Deliverable Schedule	Create implementation timeline	SFAU PM		
			Create logistics timeline	SFAU PM		
		Project Management	Conduct kick-off meeting	All Participants		
			Create communication plan	SFAU PM, Comm		
			Control project work throughout each phase	SFAU PM, PPM		
	Top	d -- Classroom	Trainer & Training Materials	Create Detailed Course Content (Micro Content Outline)	SMEs, ID	
				Create Instructor/Facilitator material (Media: presentations, activities, scenarios, classroom charts)	SMEs, ID, MC	
				Create Video	ID, MC	
				Create Graphics	GD	
Prepare Train the Trainer Course structure, content, material and logistics				ID, SMEs, LC		
Select Trainers for TOT			SFAU PM, PPM			
Participant Materials			Create Detailed Course Content (Micro Content Outline)	SMEs, GD, MC		
			Create Participant Material (guide, workbook & artifacts)	SMEs		
			Develop Performance Support Materials (props/job aids)	ID, SMEs, GD, MC		
Testing			Dry Run	SMEs, SFAU PM		
		Plan Internal/Beta Usability tests	TST			
		Conduct Internal/Beta Usability Tests	TST, Users			
		Plan Pilot Development tests	TST			
Support Processes		Conduct Pilot Development tests	TST, Users			
		Build Help/Support processes	ID, SMEs			

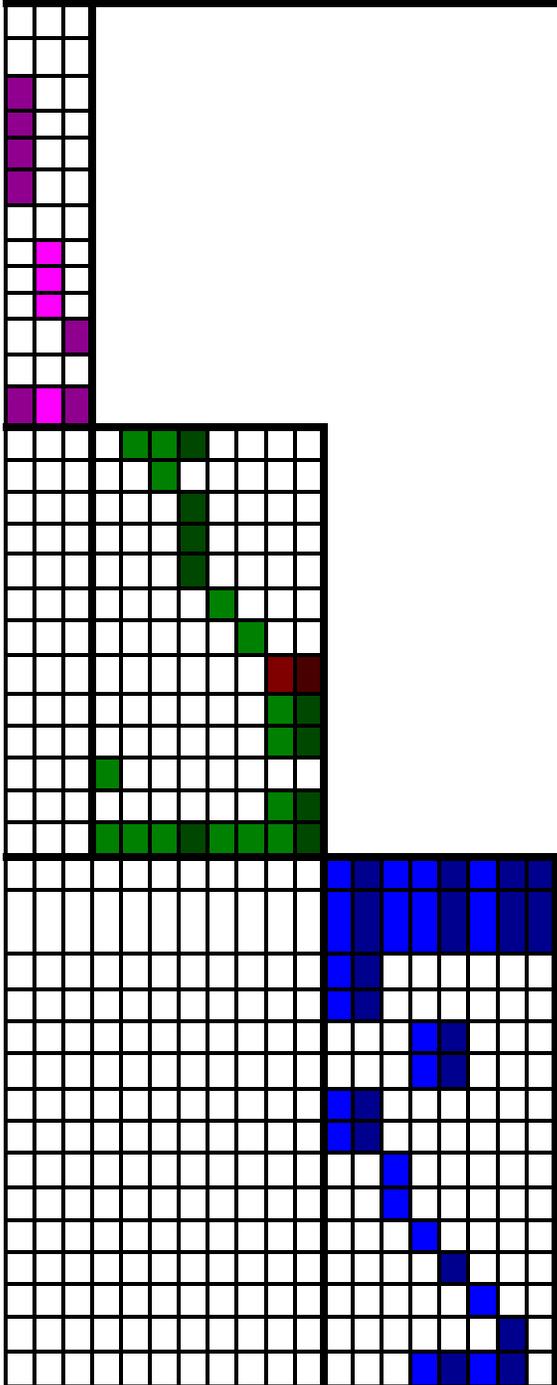
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Develop	Build	Evaluation/Measurement	Develop Evaluation/Measurement tools & methods	QC					
		Training Logistics	Execute Training Logistics	LC					
			Package Materials (printing & shipping)	DP					
		Training Schedule	Select Trainers & Select Sites	SFAU PM, PPM, LC					
	Schedule Programs		SFAU PM, PPM, LC						
	Project Management	Conduct ongoing communications/ Control project work throughout each phase	Comm, SFAU PM, PPM						
	Build -- Online	Course Materials	Create Course Content (varies by solution - CBT, Bus Sim)	SMEs, ID					
			Create Activities (Micro Storyboard, Artifacts, Tools, & Feedback)	SMEs, ID					
			Identify Examples	SMEs					
			Develop Feedback	SMEs					
			Create Media	MC					
			Create Graphics	GD					
			Create Training Database	SMEs, IT					
			Develop Performance Support Materials (props/job aids)	ID, SMEs, GD, MC					
		Testing	Dry Run	SMEs, SFAU PM					
			Plan Internal/Beta Usability tests	TST					
			Conduct Internal/Beta Usability tests (results)	TST, Users					
			Plan Pilot Development tests	TST					
			Conduct Pilot Development tests (results)	TST, Users					
			Plan Component, Assembly & System Development tests	TST					
Conduct Component, Assembly & System Development tests (results)		TST, Users							
Package Materials		Package Materials (printing & shipping)	SMEs, DP						
Support Processes	Build Help/Support processes	ID, SMEs							
Evaluation/Measurement	Develop Evaluation/Measurement tools & methods	QC							
Project Management	Conduct ongoing communications/ Control project work throughout each phase	Comm, SFAU PM, PPM							
Deliver	Do	Train the Trainer (TOT)	Schedule trainers	SFAU PM					
			Conduct Train the Trainer sessions (TOT evaluations)	Dev, TRN					
		Logistics Support	Execute Logistics Support	LC					
			Registration	LC					
		Ongoing Training	Deliver Training	TRN, Users					
			Conduct Trainee Evaluations	TRN					
			Implement Ongoing Support	IT/Dev, TRN					
	Implement Training Maintenance plan	Dev, TRN							
	Project Management	Conduct ongoing communications/ Control project work throughout each phase	Comm, SFAU PM, PPM						
	Assess	Conduct Evaluation	Collect Design, Delivery and Economical Effectiveness data	QC					
			Summarize Evaluation/Measurement Results	QC					
		Analysis	Analyze Evaluation/Measurement results	QC					
Create Plan of Action/Make Recommendations			PPM, SFAU PM, QC, SMEs						
Celebrate		All Participants							
Project Management	Conduct ongoing communications/ Control project work throughout each phase	Comm, SFAU PM, PPM							

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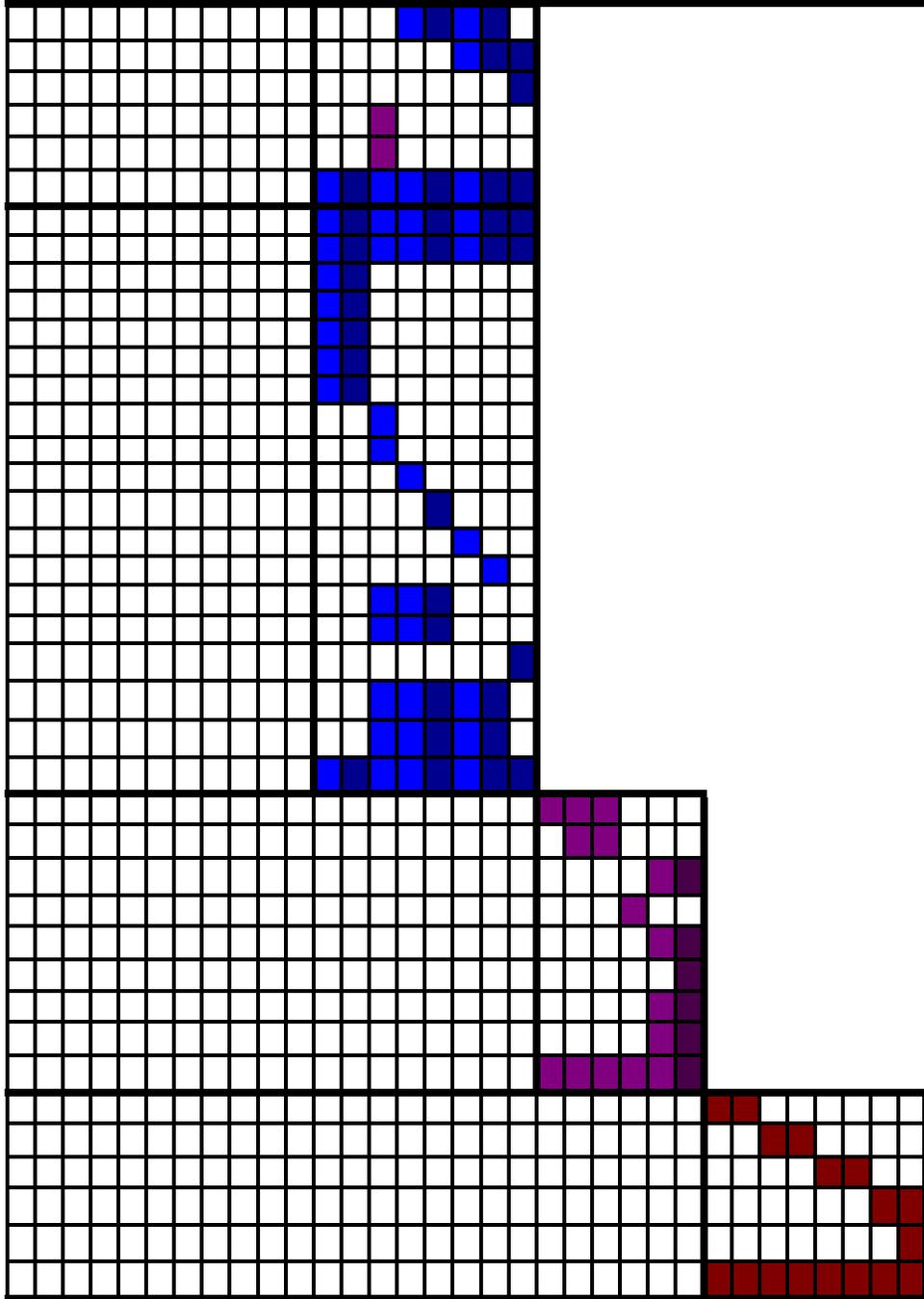


<u>Legend</u>
Mgmt: PS - Program S SFAU PS - SF
SFA U: COR - Contrac QC - Quality C
Team: TL - Team Le TRN - Trainer
Other: DP - Desktop l MC - Media C
Man

Timetable & Checkpoints



Timetable & Checkpoints



Timetable & Checkpoints

1 Sponsor, PPM - Program Project Mngr,

FAU Project Sponsor, SFAU PM - SFAU Project Mngr

acting Officer Representative, Comm - Communications POC, LC - Logistics Coordinator,

Control

ead, Dev - Development Team, ID - Instructional Designer, SME - Subject Matter Expert,

rs, Users - End Users/Trainees

Publishing, GD - Graphics Designer, IT - Information Technology (programmer, tech arch),

Coordinator, TST - Tester, TA - Technical Adviser

Management Checkpoint