

Deliverable/Job Aid/Template	Description	FileName	Status	Responsible	Due Date	Notes
PLAN IT						
Audience analysis	An audience analysis identifies end user characteristics to be used as input into the design. It outlines and identifies user groups, job activities, geography, delivery constraints, and helps target training materials to meet the specific needs of the training audience.	Audience Analysis_overview.doc Audience Analysis_template.xls	Pending team review	Sara	6-Jan-02	
Performance analysis	The performance analysis identifies what that target audience must be able to do to achieve the business result, the current level of performance the audience is able to achieve and the gap between the two.	Performance Analysis_template.xls Performance Analysis_overview.doc		Sara	6-Jan-02	
Learning objectives	Learning objectives are statements that describe the desired performance of a task, what results are required to be considered "job-ready," and the conditions needed to perform the task.	Learning Objectives_overview.doc Learning Objectives_template.xls	In progress	Sara	6-Jan-02	Template and 1 job aid complete, 1 job aid to review and update
Content scope	The content scope outlines, at a high level, the key concepts or the basic knowledge and information included in the course modules.	Content Scope_job aid.xls	In progress	Sara	6-Jan-02	Aligning with the content outline in the Design phase
Delivery strategy/instructional strategy	The delivery strategy is the medium by which the instruction is presented, such as, classroom-based, computer-based, and video conferencing. The instructional strategy is the method by which the skills and information are delivered. Formats may include lecture, case study, or game.	Delivery-Instr Strategy_template.xls Delivery-Instr Strategy_overview.doc Instructional Platform_appendix.doc	In progress	Sara	6-Jan-02	Template and 1 job aid complete, 1 job aid to review and update
Logistics strategy	The initial logistics strategy is a high-level plan which includes the number of events, location of events, number of participants per event, number of support staff needed, and materials needed.	Logistics Summary_template.xls	In progress	Linda	6-Jan-02	Linda has worked on the job aid. Will adjust existing template

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Role map	The role map outlines tasks as they relate 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 team review	Sara	6-Jan-02	Must complete individual role descriptions - would this be a job better suited for the team?
Stakeholder analysis and communication plan	The objective of stakeholder analysis is to identify the internal and external stakeholders in the training project. By understanding their interest in the project, one can more effectively plan a strategy that meets the communication needs of the stakeholders.	Stakeholder Analysis_overview.doc Stakeholder Analysis_template.xls	Pending team review	Sara	6-Jan-02	
Create workplan	The workplan is a planning tool for the project which includes, the deliverables/tasks that must be completed, the schedule, and the check-in points.	Workplan_template.xls	Pending team review	Sara, Linda	6-Jan-02	
Budget				Sara, Linda, Pennie	6-Jan-02	No template or job aid
Task order	Documents processes and best practices for preparing, reviewing, revising and awarding task order(s)	Task Order_sample.doc	Complete	Pennie will provide a checklist	6-Jan-02	
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 (Could this be similar to checklist Penny prepared for Deb?)	Pennie	6-Jan-02	
Project management		SFA U PM Overview.doc	Not started	Jeff		
DESIGN IT						
Create course map (storyboard)	Defines course themes and modules at a high level		In progress	Katie	6-Jan-02	
Content outline	More detailed compilation of information regarding content		In progress	Katie, Mark	6-Jan-02	

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Create activities	This involves the activity name, activity type, learning objective for the activity, content scope, tools, examples needed, and feedback strategy		In progress	Katie, Mark	6-Jan-02	
<i>Determine media requirements</i>	This document will provide the design for the scripts, blocking, and schedule production of media (If that is the chosen delivery strategy)		Not started	Katie, Mark	6-Jan-02	
<i>Training material standards</i>	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	Complete	Katie	6-Jan-02	
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. There are 3 parts to the alpha usability test, planning it, conducting it, and analyzing the results to form recommendations		In progress	Mark	6-Jan-02	
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)		In progress	Mark	6-Jan-02	
Implementation schedule	Outlines key activities, milestones and critical dependencies for training		In progress	Katie, Mark	6-Jan-02	
Logistics timeline	Used to calendar those steps necessary to logistically implement the training product		In progress	Katie	6-Jan-02	
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.		Pending team review	Katie	6-Jan-02	
Build It						
Create video			Not started	TBD	1-Feb-02	

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Create graphics			Not started	TBD	1-Feb-02	
Prepare train the trainer course structure, materials, and logistics			Not started	TBD	1-Feb-02	
Create detailed course content			Not started	TBD	1-Feb-02	
Create participant material			Not started	TBD	1-Feb-02	
Develop performance support materials			Not started	TBD	1-Feb-02	
Plan and conduct beta usability tests			Not started	TBD	1-Feb-02	
Plan and conduct pilot usability tests			Not started	TBD	1-Feb-02	
Develop evaluation measurement tools & methods			Not started	TBD	1-Feb-02	
Select trainers and select sites			Not started	TBD	1-Feb-02	
Schedule programs			Not started	TBD	1-Feb-02	
Project management			Not started	TBD	1-Feb-02	
Build It Online						
Create media			Not started	TBD	1-Feb-02	
Create graphics			Not started	TBD	1-Feb-02	
Create training database			Not started	TBD	1-Feb-02	

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Develop performance support materials			Not started	TBD	1-Feb-02	
Plan and conduct beta usability tests			Not started	TBD	1-Feb-02	
Plan and conduct pilot usability tests			Not started	TBD	1-Feb-02	
Plan and conduct system/assembly test			Not started	TBD	1-Feb-02	
Build help/support processes			Not started	TBD	1-Feb-02	
Project management			Not started	TBD	1-Feb-02	
Do It						
Schedule trainers			Not started	TBD	TBD	
Execute logistics support			Not started	TBD	TBD	
Registration			Not started	TBD	TBD	
Implement ongoing support			Not started	TBD	TBD	
Implement training maintenance plan			Not started	TBD	TBD	
Project management			Not started	TBD	TBD	
Assess It						
Collect the design, delivery, and economical effectiveness data			Not started	TBD	TBD	
Summarize evaluation results			Not started	TBD	TBD	

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Create a plan of action for recommendations			Not started	TBD	TBD	
Project Management			Not started	TBD	TBD	