

Kick-Off Workshop - Plan It - Checklist

Material Creation	Responsible	Due Date
General		
Develop agenda (2 days)		
Create presentation overviews (PowerPoint guides for each day)		
Update "Training Dev & Delivery Process" presentation		
Update Gantt chart		
Update Templates		
Role map		
Audience analysis		
Performance analysis		
Learning objectives		
Content scope		
Delivery/Instructional strategy		
Logistics strategy		
Stakeholder analysis		
Workplan		
Task order		
Update Job Aids		
Audience analysis		
Performance analysis		
Learning objectives		
Delivery/Instructional strategy		
Stakeholder analysis		
Assemble/Create Appendix		
Glossary		
Audience analysis job aid		
Learning objectives job aid		
Delivery/Instructional strategy job aid		
Assembly Procedures		
Produce 20 color copies of the 11x17 Gantt chart		
Make 20 3-hole copies of the agenda, presentations, job aids, and appendix		
Make 70 3-hole punched copies of templates		
Insert 5 tabs in each binder		
Insert appendix materials behind the last tab in each binder		
Place binder at each team member's seat		
Distribute presentation overview daily		
Allow team members to build their own binder		
Logistics/Supplies		
Reserve room		
Reserve LCD (Did not decide to use)		
15 binders		
5 tabs per binder		
labels (for the tabs)		
3 hole punch pink colored paper (separators)		
white board markers/eraser		
easily		
flip chart		
pens/pencils		
candy		
mini-pumpkins		
Additional		
Plan happy hour		