

Workplan Template

Task	Responsible	Draft		Review		Final Due		Comments/Status
		Due	Complete	Due	Complete	Due	Complete	
Plan								
Training needs assessment								
	Audience/Performance analysis	Sara	1/23				1/23	Done
Instructional design plan								
	Learning objectives	Peter	1/23	1/28		2/8		Marie needs to get more info to Peter
	Content scope	Marie	1/24	1/28		2/8		
	Delivery strategy	Linda	1/24	1/28		2/8		
	Logistics strategy	Kathie	1/24	1/28		2/8		
Project plan								
	Role map	Marie	1/24			1/28		
	Stakeholder analysis	Raul	1/24			1/28		
	Workplan	Marie	1/24			1/28		
	Task order	Pennie				2/18		QA Tools- out of scope (?)
Project Management								
	Kick-off meeting						1/23-24	Complete
	Management sign-off							Who will sign off? Would Kay Jacks be interested?
								Give Kay Jacks a courtesy copy of Instructional Design Plan

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Design								
Instructional Strategy								
	Course map							
	Content outline							
	Activities							
	Media requirements							
	Training materials standard							
	Usability test					2/1		Content outline- before the first draft – to SME
Evaluation instrument								
Deliverable schedule								
	Implementation timeline							
	Logistics timeline							
Project Management								
	Kick-off meeting							
	Communication plan							
	Management sign-off							

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Build - Classroom								
Course Materials								
	Detailed course content							
	Instructor / Facilitator material							
	Participant material							
	Performance support material							
	Train the trainer course							
Testing								
	Dry run							
	Plan & conduct internal / beta development tests							
	Plan & conduct pilot development tests							
Support Processes								
	Build help / support processes							
Evaluation/measurement								
	Develop evaluation / measurement tools							
Training logistics								
	Execute training logistics							
	Package materials							

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Build - Classroom								
Training schedule								
	Select trainers & sites							
	Schedule programs							
Project Management								
	Conduct ongoing communications							
	Monitor work							

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Build - Online								
Course Materials								Draft 1- NCS will send sometime in March
	Detailed course content							
	Create activities & identify examples							
	Develop feedback							
	Create media / graphics							
	Train the trainer course							
Testing				3/26 - 2				March 26 th - 2 nd draft This will be sent through the moratorium
	Dry run	No schools						April 8th? Ask Jo Ann and meet with the other team leads
	Plan & conduct internal / beta development tests							
	Plan & conduct pilot development tests							
Package materials								
	Package materials (printing & shipping)							
Support Processes								
	Build help / support processes							

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Do								
Train the trainer								
	Schedule trainers							
	Conduct train the trainer sessions (TOT)					4/25 – Final Materials Posted		3 days prior is the day materials will be posted. April 30 th -May 3 rd – Dallas Model of Super Week Camera-ready-cd's etc. to Pennie
Logistics support								
	Execute logistics support							
Ongoing training								
	Registration							
	Deliver training							May 28 th – End of July Training begins
	Conduct course evaluations							
	Implement ongoing support							
	Implement training maintenance plan							
Project Management								
	Kick-off meeting							
	Management sign-off							

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			Due	Complete	Due	Complete	Due	Complete	
			Assess						
Conduct evaluation									
	Design effectiveness								
	Delivery effectiveness								
	Economical effectiveness								
	Summarize evaluation/results								
Analysis									
	Analyze evaluation / measurement results								
	Create plan of action / make recommendations								
	Celebrate								
Project Management									
	Kick-off meeting								
	Management sign-off								

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