

Front To Back Work Plan

Phase / Component / Activity	Due Date	Responsible	September				October					November				December				January				
			9/4	9/11	9/18	9/25	10/2	10/9	10/16	10/23	10/30	11/6	11/13	11/20	11/27	12/4	12/11	12/18	12/25	1/1	1/8	1/15	1/22	1/29
Front To Back Training Workplan																								
31.1.4 Training Development Work Plan																								
Identify tasks and process steps	9/7/00	AC																						
Identify responsibilities	9/7/00	AC																						
Estimate expected completion dates and milestones	9/8/00	AC																						
Review work plan	9/12/00	SFA																						
Revise work plan to include comments	9/14/00	AC																						
Submit workplan	9/15/00	AC																						
31.1.5a Training Development Status Reports																								
STATUS REPORTS																								
Student Perspective module status reports	12/15/00	AC / OP																						
Facilitate working sessions with SFA & Operating Partners	12/15/00	AC																						
Collaborate with Operating Partners	12/15/00	AC / OP																						
Document working sessions	12/15/00	AC																						
Update Work Plan	12/15/00	AC																						
COURSE DEVELOPMENT																								
Prepare course development plan	9/7/00	AC																						
Confirm Organization Training vision	9/7/00	AC																						
Confirm course objectives	9/7/00	AC																						
Confirm Key training success factors	9/8/00	AC																						
Determine and document course development approach	9/11/00	AC																						
Select/develop tools and approach	9/13/00	AC																						
Share approach, procedures and tools with SFA U	9/15/00	AC																						
Define delivery approach	9/15/00	AC																						
Identify and document training topics for each section	9/15/00	AC																						
Identify and document instructional strategy for each section	9/20/00	AC																						
Estimate section lengths	9/21/00	SFA																						
Develop section outlines	9/18/00	AC																						
Coordinate with Operating Partners	9/19/00	SFA/AC/OP																						
Develop section objectives	9/15/00	AC																						
Write section content	9/19/00	AC																						
Create section guides	9/19/00	AC																						
Create section exercises	9/19/00	AC																						
Create section handouts	9/19/00	AC																						
Review sections	9/20/00	SFA																						
Revise sections	9/21/00	AC																						
Submit sections	9/22/00	AC																						
Finalize training materials	10/12/00	AC																						
Review training materials	10/13/00	SFA																						
Revise training materials	10/13/00	AC																						
Reproduce training materials	10/18/00	AC																						
Distribute training materials to locations	10/20/00	AC																						

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Front To Back Training Workplan																										
31.1.6 Front to Back Student Perspective Pilot Training Session																										
Determine Pilot methodology	9/29/00	AC																								
Identify Pilot delivery team	10/9/00	SFA																								
Identify Pilot audience	10/2/00	SFA																								
Arrange Pilot Site	10/2/00	SFA																								
Determine Pilot Feedback mechanism	10/2/00	AC																								
Reproduce materials for Pilot	10/9/00	AC																								
Deliver Pilot training	10/11/00	SFA																								
Analyze Pilot feedback	10/13/00	AC																								
Incorporate feedback into training materials	10/13/00	AC																								
31.1.7 Front to Back Student Perspective Training Of Trainers (TOT) Session																										
Identify trainers to deliver TOT	9/15/00	AC																								
Identify training delivery team members	9/29/00	SFA																								
Arrange TOT training site	9/25/00	SFA																								
Determine TOT methodology	9/15/00	AC																								
Reproduce materials for TOT	9/25/00	AC																								
Deliver TOT	9/29/00	SFA																								
Collect TOT feedback	9/29/00	AC																								
Incorporate feedback into training materials	10/5/00	AC																								
31.1.8 Front to Back Student Perspective Training Delivery Sessions																										
Identify training locations	10/2/00	SFA																								
Coordinate training dates with Regions	9/29/00	SFA																								
Send out communications to publicize training	9/20/00	SFA																								
Create registration process	9/14/00	SFA																								
Register participants	9/26/00	SFA																								
Identify Local contacts	9/20/00	SFA																								
Arrange local training rooms	9/23/00	SFA																								
Arrange local training equipment	9/23/00	SFA																								
Rent training equipment	10/5/00	SFA																								
Reserve local office training equipment	9/23/00	SFA																								
Create issue tracking log	10/12/00	AC																								
Deliver Training to SFA Staff	11/30/00	SFA																								
Create Facilitator feedback structure	10/16/00	AC																								
Collect Facilitator feedback	11/30/00	AC																								
Develop Participant feedback process	10/16/00	AC																								
Capture Participant questions	11/30/00	AC																								
Capture Participant comments	11/30/00	AC																								
Analyze end of course feedback	12/13/00	AC																								
Provide End of Course summary to SFA	12/14/00	AC																								

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Front To Back Training Workplan																										
31.1.5b Training Development Status Reports																										
STATUS REPORTS																										
Schools Perspective status reports	1/4/01	AC																								
Facilitate working sessions with SFA & Operating Partners	1/4/01	AC																								
Collaborate with Operating Partners	1/4/01	AC / OP																								
Document working sessions	1/4/01	AC																								
Update Work Plan	1/4/01	AC																								
COURSE DEVELOPMENT																										
Prepare course development plan	10/27/00	AC																								
Confirm course objectives	10/27/00	AC																								
Confirm Key training success factors	10/27/00	AC																								
Determine and document course development approach	10/27/00	AC																								
Select/develop tools and approach	11/3/00	AC																								
Share approach, procedures and tools with SFA U	11/6/00	AC																								
Define delivery approach	11/7/00	AC																								
Identify and document training topics for each section	11/10/00	AC																								
Identify and document instructional strategy for each section	11/10/00	AC																								
Estimate section lengths	11/10/00	AC																								
Develop section outlines	11/10/00	AC																								
Develop section objectives	11/13/00	AC																								
Write section content	11/22/00	AC																								
Create section guides	11/22/00	AC																								
Create section exercises	11/22/00	AC																								
Create section handouts	11/22/00	AC																								
Review sections	11/30/00	SFA																								
Revise sections	12/1/00	AC																								
Submit sections	12/1/00	AC																								
31.1.6 Front to Back Schools Perspective Pilot (Walk Through) Session																										
Determine Pilot (Walk Through) methodology	11/6/00	AC																								
Identify Pilot (Walk Through) delivery team	11/6/00	SFA																								
Identify Pilot (Walk Through) audience	11/6/00	SFA																								
Arrange Pilot (Walk Through) Site	11/15/00	SFA																								
Determine Pilot (Walk Through) Feedback mechanism	11/30/00	AC																								
Reproduce materials for Pilot (Walk Through)	12/4/00	AC																								
Deliver Pilot (Walk Through) training	12/6/00	SFA																								
Analyze Pilot (Walk Through) feedback	12/8/00	AC																								
Incorporate feedback into training materials	12/11/00	AC																								

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Front To Back Training Workplan																								
31.1.7 Front to Back Schools Perspective Training Of Trainers (TOT) Session																								
Identify trainers to deliver TOT	12/1/00	AC																						
Identify training delivery team members	12/1/00	SFA																						
Arrange TOT training site	12/1/00	SFA																						
Determine TOT methodology	12/15/00	AC																						
Reproduce draft materials for TOT	12/18/00	AC																						
Deliver TOT	12/19/00	SFA																						
Collect TOT feedback	12/27/00	AC																						
Incorporate feedback into training materials	12/27/00	AC																						
Finalize training materials	12/28/00	AC																						
Review training materials	1/2/01	SFA																						
Revise training materials	1/3/01	AC																						
Submit final training materials	1/4/01	AC																						

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Front To Back Training Workplan																								
31.1.9 Web Based Materials																								
High Level Design																								
Identify SMEs	10/6/00	SFA/AC																						
Establish roles and responsibilities between SMEs and developers	10/6/00	SFA/AC																						
Confirm Scope & Objectives	10/20/00	SFA/AC																						
Determine content and tasks in scope	10/27/00	SFA/AC																						
Determine content areas from live training modules	10/27/00	SFA/AC																						
Identify application standards	10/27/00	SFA/AC																						
Brainstorming sessions: define story	10/20/00	AC																						
Create Schematic from live training modules	10/20/00	AC																						
Define interactions	10/13/00	SFA/AC																						
Storyboarding	10/20/00	AC																						
Break & Organize Content into Topics	10/20/00	AC																						
Architecture build and test	12/9/00	AC																						
Interface Design																								
Functional Specifications	10/27/00	AC																						
Graphics Production	10/20/00	AC																						
Establish artifacts	10/20/00	AC																						
Submit design phase for review	10/20/00	AC																						
User test activities(feedback)	10/27/00	SFA/AC																						
Plan and execute system tests	12/18/00	AC																						
Submit for SFA review	12/22/00	AC																						
Revise design	12/27/00	AC																						
Submit for SFA approval	12/29/00	AC																						

Legend:
 SFA- Student Financial Assistance
 AC - Andersen Consulting
 OP - Operating Partners