

Stages	Phases	Major Deliverables	Task(s)				
Develop	Plan	Training Needs Assessment	Receive training request form Conduct audience analysis				
		Training Plan	Identify learning objectives Identify content scope (content inventory) Determine delivery strategy Identify logistics strategy				
			Project Plan	Identify roles (role map) Identify stakeholders Create workplan (tasks, deliverable schedule, check-in points) Create task order Develop budget			
				Project Management	Conduct kick-off meeting Oversee project communication, tasks, and deliverables		
				Design	Instructional Design Plan	Create content outline Create storyboard and activities	
		Usability Review	Conduct stakeholder review of storyboards Conduct SME review of updated content outline				
		Evaluation Instrument	Plan evaluation/measurement tools & methods				
		Project Management	Conduct instructional strategy session Update workplan Review and implement logistics checklist Create communication plan Oversee project communication, tasks, and deliverables				
			Trainer & Training Materials	Create Detailed Course Content (Micro Content Outline) Create Instructor/Facilitator material Create Video Create Graphics Prepare Train the Trainer Course structure, content, material and logistics Select Trainers for TOT			
				Participant Materials	Create Detailed Course Content (Micro Content Outline) Create Participant Material (guide, workbook & artifacts) Develop Performance Support Materials (props/job aids)		
	Testing	Dry Run Plan Internal/Beta Usability tests Conduct Internal/Beta Usability Tests Plan Pilot Development tests Conduct Pilot Development tests					
		Support Processes		Build Help/Support processes			
		Evaluation/Measurement		Develop Evaluation/Measurement tools & methods			
	Build -- Classroom	Training Logistics	Execute Training Logistics Package Materials (printing & shipping)				
		Training Schedule	Select Trainers & Select Sites Schedule Programs				
		Project Management	Oversee project communication, tasks, and deliverables				
		Build -- Online	Course Materials	Create Course Content (varies by solution - CBT, Bus Sim) Create Activities (Micro Storyboard, Artifacts, Tools, & Feedback) Identify Examples Develop Feedback Create Media Create Graphics Create Training Database Develop Performance Support Materials (props/job aids)			
				Testing	Dry Run Plan Internal/Beta Usability tests Conduct Internal/Beta Usability tests (results) Plan Pilot Development tests Conduct Pilot Development tests (results) Plan Component, Assembly & System Development tests Conduct Component, Assembly & System Development tests (results)		
					Package Materials	Package Materials (printing & shipping)	
					Support Processes	Build Help/Support processes	
					Evaluation/Measurement	Develop Evaluation/Measurement tools & methods	
			Project Management	Oversee project communication, tasks, and deliverables			
			Deliver	Do	Train the Trainer (TOT)	Schedule trainers Conduct Train the Trainer sessions (TOT evaluations)	
	Logistics Support				Execute Logistics Support		
	Ongoing Training				Registration Deliver Training Conduct Trainee Evaluations Implement Ongoing Support Implement Training Maintenance plan		
					Project Management	Oversee project communication, tasks, and deliverables	
		Assess			Conduct Evaluation	Collect Design, Delivery and Economical Effectiveness data Summarize Evaluation/Measurement Results	
	Analysis			Analyze Evaluation/Measurement results Create Plan of Action/Make Recommendations Celebrate			
				Project Management	Oversee project communication, tasks, and deliverables		

Stages	Phases	Segments/Major Deliverables	Task(s)	Step(s)	
DEVELOP	Plan It!				
		Audience Analysis	Identify stakeholders (key players & roles) Conduct audience analysis Assess current performances Define "to be" performance requirements Identify performance gaps Identify strategy for addressing gaps		
		Curriculum Plan	Identify learning objectives Identify content scope Determine training delivery strategy Determine instructional platform		
		Project Plan	Identify tasks, deliverables & roles Develop budget Create macro & micro timeline Define check-in points		
		Task Order	Create task order	Review proposal	
		Project Management	Control project work throughout each phase		
		Design It!	Instructional Strategy/Storyboard	Create macro storyboard Review and Adopt Training Material Standards	
				Create activity designs	identify activity type map objectives and content to activity identify artifacts/tools feedback strategy
			Content Outline	Gather detailed content	
			Delivery/Technical Architecture	Gather requirements Confirm development & delivery requirements	
			Alpha Usability Test	Conduct Alpha usability test	
			Evaluation Instrument	Plan evaluation/ measurement tools & methods	
			Implementation Plan	Create implementation plan	
			Support Processes	Identify help/support processes required	
			Communication Plan	Create communication plan	
			Project Management	Kick-off meeting Control project work throughout each phase	

Stages	Phases	Segments/Major Deliverables	Task(s)	Step(s)
	Build It! Classroom	Instructor Materials		
			Create detailed course content	
			Create instructor material	
			Prepare train the trainer course structure, content, material and logistics	
		Participant Materials		
			Create detailed course content	
			Create participant material	
			Develop performance support materials	
		Testing		
			Plan & conduct Beta development tests	
				create Beta usability test plan/schedule users conduct Beta usability test revise materials based on results from Beta usability test
			Plan & conduct Pilot development tests	
				create Pilot test plan/schedule users conduct Pilot test revise materials based on results from Pilot test
		Support Processes		
			Build/help support processes	
		Evaluation/Measurement		
			Develop evaluation/ measurement tools & methods	
		Training Logistics		
			Execute training logistics	
			Package materials (printing & shipping)	
		Communication Plan		
			Conduct ongoing communication	
		Project Management		
	Control project work throughout each phase			
	Build It! Online	Course Materials		
			Create course content (varies by solution - CBT, Bus Sim)	
			Create Artifacts & Tools	
			Identify Examples	
			Develop Feedback	
			Coordinate Media Development: Graphics/Video	
			Create Training Database	
			Develop performance support materials	
		Testing		
			Plan & conduct Beta development tests	
				create Beta usability test plan/schedule users conduct Beta usability test revise materials based on results from Beta usability test
			Plan & conduct Pilot development tests	
				create Pilot test plan/schedule users conduct Pilot test revise materials based on results from Pilot test
			Plan & conduct Component, Assembly & System development tests	

Stages	Phases	Segments/Major Deliverables	Task(s)	Step(s)
				create Component, Assembly & System test plan/schedule users conduct Component, Assembly & System test revise materials based on results from Component, Assembly & System test
		Package Materials	Package materials (printing & shipping)	
		Support Processes	Build/help support processes	
		Evaluation/Measurement	Develop evaluation/ measurement tools & methods	
		Communication Plan	Conduct ongoing communication	
		Project Management	Control project work throughout each phase	
DELIVER				
	Do It!	Train the Trainer (TOT)	Schedule trainers Conduct train the trainer sessions	
		Logistics Support	Execute logistics support	
		Ongoing Training	Registration Deliver training	conduct course evaluations
			Implement ongoing support Implement training maintenance plan	
		Communication Plan	Conduct ongoing communication	
		Project Management	Control project work throughout each phase	
	Assess It!	Conduct Evaluation	Collect design effectiveness data Collect delivery effectiveness data Collect economical effectiveness data Summarize evaluation/measurement results	
		Analysis	Analyze evaluation/measurement results Create plan of action/make recommendations	
		Communication Plan	Conduct ongoing communication	
		Project Management	Control project work throughout each phase	