

Stages	Phases	Major Deliverables	Task(s)	✓	
Development	Plan	Training Needs Assessment	Receive training request form		
			Conduct audience analysis		
		Training Plan	Identify learning objectives		
			Identify content scope (content inventory)		
	Determine delivery strategy				
	Project Plan	Identify logistics strategy			
		Identify roles (role map)			
		Identify stakeholders			
	Project Management		Create workplan (tasks, deliverable schedule, check-in points)		
			Create task order		
			Develop budget		
			Conduct kick-off meeting		
	Design	Instructional Design Plan	Oversee project communication, tasks, and deliverables [+ sponsor sign-off]		
			Create content outline		
		Content Review	Create storyboard and activities		
			Conduct SME review of content outline		
			Conduct customer review of content outline		
		Evaluation Strategy	Conduct stakeholder review of storyboards		
			Plan evaluation/measurement tools & methods (dry run, pilot, course, TOT)		
		Project Management		Conduct instructional strategy session	
				Update workplan	
				Review and implement logistics checklist	
	Create communication plan				
	Build	Course Materials	Oversee project communication, tasks, and deliverables [+ sponsor sign-off]		
			Create detailed course content		
			Create instructor/facilitator materials (guide, slide presentation, etc.)		
			Create participant material (guide, artifacts, etc.)		
			* Create training database if online		
Evaluation/Measurement		Create media (video, graphics, audio, animation)			
		Build help/performance support processes (help desk, job aids, etc.)			
Testing		Develop evaluation/measurement tools & methods (for pilot/course)			
		Plan & conduct dry run			
		* Plan & conduct dev/system tests if online			
Training of Trainers (TOT)	Plan & conduct pilot tests				
	Determine course structure, content, materials, logistics				
Training Logistics	Create TOT evaluation				
	Solicit trainers				
	Select sites and schedule trainers accordingly				
Project Management	Advertise training program (LMS)				
	Package materials (printing & shipping)				
	Implement communication plan				
Deploy	Deliver	Create training maintenance plan			
		Oversee project communication, tasks, and deliverables [+ sponsor sign-off]			
		Conduct Training of Trainer (TOT) sessions			
		Collect and submit TOT evaluations			
	Ongoing Training	Provide logistics support			
		Conduct registration			
		Deliver training			
	Project Management	Conduct trainer and trainee evaluations			
		Submit training evaluations to FSAU			
	Assess	Evaluation & Analysis	Provide ongoing support		
			Implement training maintenance plan		
			Oversee project communication, tasks, and deliverables		
Celebration & Lessons Learned		Collect training evaluations (trainer and participant evaluations)			
		Summarize evaluation/measurement results			
Project Management	Analyze evaluation/measurement results				
	Submit final report: Make recommendations/create action plans				

* Indicates step if training is online

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	
			Award task order		
		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	

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				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	