

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					

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	