



Project Plan

	Task	Assigned	Due	Notes
	Analysis			
1	Kickoff meeting to scope training needs (General Scope, Job Requirements, & Project Plan)	PL- C-		
2	Job Task/Job Requirements/Objectives Analysis	PL- C-		
3 	Review and approve Job Task/Objective Analysis for approval	PL- A- C- I-		
	Design			
4	Develop Solution Design -Structure -Sequence -Strategies -Project Plan	PL-		
5	Conduct L&D Team Peer Review	PL-		
6 	Review and approve IDD doc	PL- A- C- I-		
	Development			
7	Setup the SME Input Template According to the Design Document	PL-		
8	Setup Production Templates According to the Design Document Note: Copy/Paste each lesson & topic header, adding "ing" or dropping "Describe" or "Explain"	PL-		

Task		Assigned	Due	Notes			
9	Have SME Contributors Write Technical Content in the SME Input Template	PL- C-		Content	Assigned	Due	Status
				Course 1 Lesson 1 (3 topics)			
				Course 1 Lesson 2 (2 topics)			
				Course 1 Lesson 3 (3 topics)			
				Course 1 Lesson 4 (5 topics)			
				Course 1 Lesson 5 (2 topics)			
				Course 1 Lesson 6 (4 topics)			
10	Populate and Edit SME Content into the Production Template	PL-					
11	<p>Review Draft Content in the Production Template with SME reviewers and Approvers to verify Technical Accuracy and Adherence to the Design Document.</p> <p>Note: If changes are needed, revise content or the Design Document accordingly and document stakeholder approvals for resulting revisions.</p> <p>Note: Content should be written conversationally and should serve as the script as well for Solutions requiring a script. For narrated solutions, it is highly recommended to read content aloud to reviewers.</p>	PL- A- C- I-					

	Task	Assigned	Due	Notes
12	Develop the Solution			
12.1	-Source/Develop graphics & Images	PL-		
12.2	-Create & Add Activities, Discussion Questions, Knowledge Checks/Polling Questions	PL-		
12.3	-Edit Place Page Graphics (reduce file sizes)	PL-		
12.4	-Edit Page Layout & Spacing (the use of white space is not a bad thing)	PL-		
12.5	-Record, Edit, and Produce Audio (eLearning)	PL-		
12.6	-Create PowerPoint Slides	PL-		
12.7	-Create Exam Question (refer to Exam Question Template. L&D Facilitator may assist.) Note: Do not distribute exam questions. If a review is necessary, conduct the review in person and project items on a screen.	PL-		
13	Conduct an L&D Team Peer Review	PL-		
14	Conduct a Review and approval of the Final Solution	PL- A- C- I-		
15	Store Source Files in the LMS Course Backup Shared Directory	PL-		
16	Create Distributable/Published Material (i.e. .pdf, SCORM, rendered video, etc.).	PL-		

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<p>Note: For deliverables that are not distributed through the LMS ask stakeholders outside of L&D (i.e. – Safety, Transmission, etc.) if there is a shared directory where files can be posted, or how they would like to receive final materials.</p> <p>Note: Do not distribute any source files outside of the L&D design team.</p>			
16	Perform Internal QC Testing, (LMS)	PL- LMS Admin-	
17	Implement Final Changes from QC Feedback	PL-	
18	Final Signoff	PL- A- C- I-	
Implementation			
19	<p>Build LMS Offering (all course material such as content, quizzes, exams, etc.) & Load the Course to the LMS.</p> <p>Note: Include with your request to the LMS Admin, who should be assigned as QA participants.</p> <p>Note: Allow 2-3 business days for LMS Admin to complete.</p>	PL- Submit to LMS Admin (Nina) LMS Admin-	
20	*Perform Internal QC/QA Testing, (eLearning/LMS) and address any findings.	PL- A- C-	
19	*Conduct T3 (Train the Trainer) – ILT/Webinar	PL- C-	
20	Provide guidance to course owner and/or Group Admin for scheduling and announcing the solution	PL- LMS Admin-	

Task	Assigned	Due	Notes
21	Assign the Solution (for LMS solutions - ILT, Webinar, eLearning, etc.) – As needed	Nina/Stephanie	
	<p>*Note: Although the Evaluation Phase may be ongoing, the project is “Complete” once the QA (line 18) is complete and feedback is implemented and resolved for eLearning solutions or, once the Train the Training (T3) has been conducted and completed (line 19) for Instructor-led solutions.</p>		
Evaluation			
22	<p>Monitor & Review Initial Results (business problem identified during kick-off mtg, exam scores, survey data, etc.)</p> <p>Note: Timing of this will vary depending on assignments of solution. Typically 3-6 months after completion. LMS reports may be obtained through the LMS Admin.</p>	PL-	
23	Share Assessment Results & Lessons Learned	PL-	
24	Identify Areas to Improve for Future Development	PL-	