DEPARTMENT OF HEALTH AND HUMAN SERVICES
ENTERPRISE PERFORMANCE LIFE CYCLE FRAMEWORK
CHECKLIST

<OPDIV Logo>

TRAINING PLAN

Issue Date: *<mm/dd/yyyy>*
Revision Date: *<mm/dd/yyyy>*

Document Purpose

The purpose of this document is to provide a quick checklist for use by the project manager to ensure that all appropriate activities related to **Training Plan** have been addressed.

Activities Checklist

This section provides a checklist of activities to ensure proper preparation, use, and post completion review and continued use of this template.

Checklist
Approach
Have general training prerequisites for each type of training mentioned in this plan been provided?
Have the skills required to support project lifecycle activities been described?
Have requirements been matched to the existing personnel skill sets to determine the training need for the project?
Have personnel and their responsibilities for identifying and developing the training materials been identified?
Has the person and organization that will conduct the training been identified?
Have training techniques to be used been described?
Have the tools needed for the training, such as online terminals or PC workstations, training manuals, classroom facilities and any computer center resources been identified?
Have any prerequisites for individuals to receive training, and develop a strategy regarding prerequisite training as necessary been identified?
Have training needs for the user's staff if the implementation of the system under development will change the procedures of the user's office in any way been identified?
Has a training schedule been prepared that includes identification and development of content and materials, planned training dates, post-training reporting, student and instructor names, and training location(s)?
Has the curriculum for each proposed training class or attach course description from the vendor been described?
Evaluation
Have the metrics that will be captured and how they will be captured been outlined?
Has how feedback will be elicited from personnel to ensure that training objectives were met been described?
Has how the feedback received will be analyzed and what will be done with the analysis results to ensure that training objectives are met been described?