

<Project Name> - SDM Training Plan
 Last Update: <Insert Date>

Timeline

<Include a timeline of the phases, tasks, and timeframe in which to prepare and perform all of the steps necessary to train users and/or stakeholders of the application. The table on the following page is provided as an example.>

Training Process Timeline

Training Phase	Task	Timeframe
Data Collection and Analysis		
Data Collection and Analysis	Define roles and related activities	Complete
	Identify audience group	Complete
	Identify the total number of trainees training	Complete
Design (most design activities completed during Pilot)		
Design (most design activities completed during Pilot)	Identify Subject Matter Experts (SME)	Complete
	Group tasks based on assessment/role breakdown	Complete
	Validate Course Outlines and Course Duration with SMEs	Complete
	Identify course goals	Complete
	Configure the Learning Management System (LMS) to support statewide implementation	June - July 2016
	Incorporate design changes based on Pilot feedback	June - July 2016
Development		
Development	Identify content developers, SMEs and instructors	May – July 2016
	Create learning objectives	Complete
	Finalize delivery method	Complete
	Update/Develop content for each course	June – October 2016
	Validate Content	June – October 2016
	Project Management review of materials	June – October 2016
	Pilot course materials	October 2016
	Final revisions on course materials	October 2016

Executive Assistant Employee Training Guide Sample

RC Schank



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