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| Training Plan Summary | | | | |
| Overview & Business Objectives |  | | | |
| Confidential Project | Yes No | Project SharePoint |  | |
| Business Metrics |  | | | |
| Audience |  | | | |
| Key Dates | Training Delivery | | | Launch Date |
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| Learning Solution | | |
| Learning Solution |  | |
| Learning Goals |  | |
| Deliverables | eLearning  Instructor-led Training  Supervisor Huddle  Blended Training | Knowledge Assessment  Video  Other: |
| Risks |  | |

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| Timeline for Deliverable Development | | | |
| Milestones | Task | Start | Finish |
| Learner, Needs, and Task Assessments | 7/20/2020 | 7/27/2020 |
| Training Plan created | 7/28/2020 | 7/28/2020 |
| Project Team Reviews & Approves Training Plan | 7/29/2020 | 7/30/2020 |
| Need content from Subject Matter Experts by this date | 7/31/2020 | 7/31/2020 |
| Initial draft of course | 8/03/2020 | 8/07/2020 |
| Project Team Reviews draft of the course and provides feedback | 8/10/2020 | 8/11/2020 |
| Course updates to incorporate review feedback | 8/12/2020 | 8/14/2020 |
| Legal review period | 8/17/2020 | 8/18/2020 |
| Focus group or other end-user beta-test/review | 8/19/2020 | 8/19/2020 |
| Final Project Team Reviews & Approvals | 8/20/2020 | 8/21/2020 |
| Course sent for Spanish Translation | 8/24/2020 | 9/02/2020 |
| Publish content to the Learning Management System (LMS) | 9/03/2020 | 9/03/2020 |
| Send communications that training is available | 9/04/2020 | 9/04/2020 |
| Training Period | 9/06/2020 | 9/26/2020 |

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| Evaluation | |
| Level 0 | Completion Tracking / reporting |
| Level 1 |  |
| Level 2 |  |
| Level 3 |  |
| Level 4 |  |

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| Team Members | |
| Key Stakeholders |  |
| Reviewers |  |
| Learning & Development |  |