

Training Plan

[System/Product Name or Topic +
Topic Focus or Version #]

Prepared By: *[Name of Instructional Designer]*

Revised By: *[Reviser Name]*

Document Version: *1.0*

Effective Date: *[DD Month YYYY]*

Curriculum Code: *EL_CUR_[code]*

Approvals

The undersigned acknowledge that they have reviewed this Training Plan and agree with the information presented in this document. Changes to this Training Plan will be coordinated with, and approved by, the undersigned, or their designated representatives.

Approver (Title/Role)	Name	Approval Via	Date
Representative			[DD Month YYYY]
Learning Manager	Matt Miele		[DD Month YYYY]
Stakeholder 1	[Name]		[DD Month YYYY]
Stakeholder 2	[Name]		[DD Month YYYY]

Version History

Ver #	Effective Date	Revised By	Description	Filename
1.0	[DD Month YYYY]	[Reviser Name]	First Draft	TP_[curriculum ID]_v1.docx

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1.0 Purpose of Training Plan

The purpose of this training plan is to:

- Identify the scope of the intended training.
- Identify the audience(s) who should consume this training.
- Identify the courses required to support [System/Product Name or Topic + Topic Focus or Version #]**Error! No text of specified style in document..**
- Obtain stakeholder approval in order to move forward with course design/development.

2.0 Scope of Training

This training is being developed to support **[New Product Introduction (NPI) or Product Update]** of **[System/Product Name or Topic + Topic Focus or Version #]** and focuses on:

- [Training Need]
- [Software covered]
- [Functional areas covered (e.g., operation, troubleshooting, maintenance, differences)]

This training does not include [insert explicit non-scope items – e.g., Installation].

3.0 Audience

The audience(s) for this training has/have been identified as:

Audience (Role)	Description
[Audience 1]	[Description of audience]
[Audience 2]	[Description of audience]
[Audience 3]	[Description of audience]

4.0 Proposed Supporting Courses

Each proposed course includes a course title, description, objective(s), and delivery method (Instructor-led, eLearning, Virtual Classroom, Blended, Training Advisory Document (TAD)).

Internal Training

Title	Course Description	Course Objective(s)	Delivery Method
[Course 1 Title]	[Course Description]		
[Course 2 Title]	[Course Description]		

5.0 Course and Audience Matrix

Each proposed course is listed with the intended audience.

		Audiences		
		[Audience 1]	[Audience 2]	[Audience 3]
Courses	[Course 1 Title]	X	X	X
	[Course 2 Title]	X	X	X
	[Course 3 Title]	X	X	X
	[Course 4 Title]	X	X	X
	[Course 5 Title]	X	X	X

6.0 Curriculum Roadmap (Optional)

7.0 Prerequisites

It is assumed that participants for this training will have attended the courses listed below or have the identified knowledge. Therefore, this information will not be included in the course(s) proposed in this Training Plan.

- [Prerequisite 1]
- ...

8.0 Course Assessment and Course Evaluation

A final assessment will be written for each course identified in this plan.

It is the expectation that all students will receive a course evaluation where they can provide feedback on the training experience and materials. We will use any information obtained to help improve our courseware and the overall training experience we provide.

9.0 Project Resources

Personnel Resources

Members from the following groups may be used as logistical and informational resources for the development of this training. In addition, they may be included on the project review team to provide feedback on the course materials but their lack of input will not prevent the project from continuing.

Role	Name	Location
Project Stakeholder	[Name]	[Location]
Program/Project Manager	[Name]	[Location]
Subject Matter Expert	[Name]	[Location]
Technical Support	[Name]	[Location]
Quality Assurance	[Name]	[Location]
Technical Publications	[Name]	[Location]
Peer Instructional Designer	[Name]	[Location]
Instructor (ILT Only)	[Name]	[Location]

Informational Resources

Training will be developed with help from the following resources:

Resource	Description/Location

10.0 Milestones

These are high level milestones. Individual Course Design Plans will contain more granular milestones.

Milestone	Estimated Hours	Projected Completion Date
Training Plan Draft	0	YYYY Month DD
Training Plan Final	0	YYYY Month DD
Course Design Plan Draft: [Course 1 Title]	0	YYYY Month DD
Course Design Plan Final: [Course 1 Title]	0	YYYY Month DD
GA: [Course 1 Title]	0	YYYY Month DD

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