

**<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**

<b>Training Phase</b>	<b>Task</b>	<b>Timeframe</b>
<b>Data Collection and Analysis</b>	Define roles and related activities	Complete
	Identify audience group	Complete
	Identify the total number of trainees training	Complete
<b>Design (most design activities completed during Pilot)</b>	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
<b>Development</b>	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

# Training Program Design Template Guide Sample

**L Cohen**



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