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| Project ID | RT001 |
| Project Name | Red Turf |
| Customer Name | Tanvi IT Solution Inc |
| Reviewed By | Sravanthi Yerramsetti. |
| Date of Review | 11/05/2018 |

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| Sl No. | Description | Yes / No/NA | Remarks |
| 1 | Has pre-assessment of learner skills checked? | Yes |  |
| 2 | Have the participants to be participated in the training program identified? | Yes |  |
| 3 | Has a mode of training delivery selected by applying decision analysis and resolution procedure. | Yes |  |
| 4 | Based on mode of training delivery, keep adequate requirements that are required to carry out the training. | Yes |  |
| 5 | Keep a chart of training structure (depending on delivery mode). | Yes |  |
| 6 | Define logistics, location, date and time of training program, lunch break duration and snacks break duration etc. | Yes |  |
| 7 | Supply adequate materials that required for the training such as reference materials, notepads and charts, markers, machines, projectors, charts, pencils, erasers. | Yes |  |
| 8 | Provide a hardcopy/ softcopy of feedback form. | Yes |  |
| 9 | Implement improvements as per the feedback to enrich the training sessions for optimal results. | Yes |  |