VBA Training Development Checklist (Short Form)

Date: _____

Project Name:	
Project/Office Sponsor:	
Project/Office Sponsor Contact Information:	
Statement of Need:	
Deadline for Completion:	

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This checklist will ensure that you follow the process for the successful development and fielding of a training initiative.

Phase/Question	Yes	No	N/A	Notes
A. Preparation				
1. Do you have approval for the training event?				
2. Is the training initiative specific to your organization?				
3. Is this a new training initiative?				
4. Have you verified with ED&T that this training, or a similar training, doesn't already exist or isn't in development elsewhere?				
5. Have instructors been identified for the proposed instruction?				
6. Have all instructors completed VBA's Web-based Instructor Training Courses (ITC)?				
7. Is funding required for the project?				
8. Does this training event qualify as a conference?				
9. Has the target audience for the training been identified?				
10. Have you determined the method(s) for how and when you will notify prospective students and their supervisors of this training?				
11. Have you determined how much time this training initiative will require for instructors and students?				

Phase/Question	Yes	No	N/A	Notes
12. Has an overall goal for the training initiative been identified (what is the desired outcome for the learners, or what the learner is expected to gain from the training)?				
13. Have you established an estimate for how long development of the training will take?				
14. Have you created a schedule for your training initiative?				
15. Is there a plan for resources (people, equipment, materials) that will be required for the training initiative?				
16. Have you held an in-progress review (IPR) with your leadership?				
B. Analysis				
1. Has a training outline/program of instruction been developed?				
2. Is source content material for the training event available?				
3. Is available source material current and relevant?				
C. Design				
1. Have you drafted learning objectives for the training event?				
2. Have you drafted an outline of the training event?				
3. Have you reconciled the draft training outline with the available training time?				

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D. Development				
1. Do you have access to the standard training templates (e.g., lesson plans, lesson PowerPoint templates, etc.)?				
2. Have you drafted the student training materials (e.g., PowerPoints, handouts, etc.) for the training event?				
3. Have you drafted the instructor training materials (e.g., lesson plan, answer sheets, etc.) for the training event?				
E. Assessment				
1. Have you developed the assessment strategy for your training?				
2. Have you developed the assessment?				
F. Implementation				
1. Have the training event logistics been arranged (e.g., dates/times, location, instructor(s), resources, etc.)?				
2. Have the instructor(s) & students been notified of the logistics of the training event?				
3. Have copies of the training materials been produced for the training event?				
4. Have you developed appropriate TMS items for this instruction?				
5. Have you developed supporting surveys to measure student satisfaction and educational impact?				

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6. Have you held an in-progress review (IPR) with your leadership?				
G. Instruct				
1. Has the instructor reviewed the course materials?				
2. Has the training room been set up and checked?				
3. Is the instructor prepared to instruct?				
4. Are all test and/or evaluation materials printed (or links verified, if online)?				
H. Evaluate the Results of Instruction				
1. Have you analyzed student survey data?				
2. Have you analyzed student assessment data?				
3. Have you prepared a Training Summary report?				
4. Was your training conducted as part of a conference that required post-conference paperwork?				
I. Concluding the Training Initiative				
1. Have you held an in-progress review (IPR) with your leadership?				
2. Are any updates required for the next training session?				