



EDT

VBA Training Development Checklist (Short Form)

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

Questions	Y	N	N/A
A. Are you prepared? Mark Yes if you have the necessary approval, funding, resources, qualified instructors; you have determined and notified the target audience of the training; and held an in-progress review (IPR) with your leadership. (See items A1-A16 on the VBA Training Development Long Form Checklist)			
B. Have you conducted an analysis? Mark Yes if you have a training outline developed; and the source material is current, relevant, and available. (See items B1-B3 on the VBA Training Development Long Form Checklist)			
C. Have you designed the training? Mark Yes if you have developed both the learning objectives and the outline of the training event. (See items C1-C3 on the VBA Training Development Long Form Checklist)			
D. Have you developed the training? Mark Yes if you drafted the training materials using the standard training templates, student training materials, and the instructor training materials. (See items D1-D3 on the VBA Training Development Long Form Checklist)			
E. Have you developed the assessment? Mark Yes if you have developed the assessment strategy for your training as well as the assessment itself. (See items E1-E2 on the VBA Training Development Long Form Checklist)			
F. Are you ready to instruct? Mark Yes if you have completed all of the training materials and student surveys; the students have been notified; the training room has been checked; and the instruction has been rehearsed. (See items F1-F6 on the VBA Training Development Long Form Checklist)			
G. Have you completed after-training activities? Mark Yes if you have analyzed the student survey data, the assessment data, and prepared a Training Summary report. In addition, you have held an IPR with your leadership upon conclusion. (See items G1-G4 on the VBA Training Development Long Form Checklist)			
H. After the training, have you evaluated the results of instruction? Mark Yes if you analyzed the student survey data, assessment data, and prepared a Training Summary report. (See items H1-H4 on the VBA Training Development Long Form Checklist)			
I. After the training, have you completed the closing process? Mark Yes if you held an IPR with your leadership and completed any updates required for next training session. (See items I1-I2 on the VBA Training Development Long Form Checklist)			