# Training Plan

# PPM Version 2.0

*<Project or Solution Name>*

**U.S. Department of Housing and Urban Development**

*<Month, Year>*

# Solution Information

| | Information |
|---|---|
| Solution Name | *<Solution Name>* |
| Solution Acronym | *<Solution Acronym>* |
| Project Cost Accounting System (PCAS) Identifier | *<PCAS Identifier>* |
| Document Owner | *<Owner Name>* |
| Primary Segment Sponsor | *<Sponsor Name>* |
| Version/Release Number | *<Version/Release Number>* |

# Document History

*<Provide information on how the development and distribution of the Training Plan is controlled and tracked. Use the table below to provide the version number, date, author, and a brief description of the reason for creating the revised version.>*

| Version No. | Date | Author | Revision Description |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |

# Contents

# 1. Instructional Analysis

## 1.1 Purpose

*<Describe the purpose for course(s) to be developed. Provide a concise statement that addresses specifically what the audience will learn (technical process, leadership skill, etc.)>.*

## 1.2 Scope

## 1.3 Objectives

*<Provide a bulleted list of learning objectives for the course(s). Describe the knowledge and skills you want students to acquire by the end of the course. Provide statements that address work activities participants should expect to be able to complete at the conclusion of course, and related levels of proficiency (introductory knowledge of, completion without supervision, experienced professional in, etc.).>*

## 1.4 Audience

*<Describe the target audiences for courses to be developed. Target audiences may include technical professionals, users, data entry clerks, clerical staff members, ADP and non-ADP managers, and executives. Address any prerequisites required or recommended for participation. Discuss the training needs for each target audience. If appropriate, discuss needs and courses in terms of staff location groupings such as headquarters and field offices. Use a matrix to provide this information, if necessary.>*

## 1.5 Development Approach

*<Discuss the approach used to develop the course curriculum and to ensure high quality training products. Include a description of the methodology used to analyze training requirements in terms of performance objectives and to develop course objectives that ensure appropriate instruction for each target group. Identify the required training topics or subjects.>*

## 1.6 Issues and Recommendations

*<Describe current and foreseeable issues surrounding training. Provide recommendations for resolving each issue and any constraints and/or limitations. Review and update the Risk Management Plan with any new risk information identified during the development of this plan.>*

# 2. Instructional Methods

## 2.1 Training Methodology

*<Describe the training methods used in the proposed courses; these methods should relate to the needs and skills identified in Section **Error! Reference source not found.** – Needs and Skills Analysis, and should take into account such factors as course objectives, the target audience for a particular course, media characteristics, training criteria, and costs. List or discuss the materials for the chosen training approach, such as course outlines, audiovisual aids, instructor and student guides, student workbooks, examinations, and reference manuals. Include sample formats of materials in an appendix, if necessary.>*

## 2.2 Training Database

*<If applicable, identify and discuss the training database and how it will be used during computer systems training. Discuss the simulated production data related to various training scenarios and cases developed for instructional purposes. Explain how the training database will be developed. If this subsection is not applicable to the solution, indicate "Not applicable.">*

## 2.3 Testing and Evaluation

*<Describe methods used to establish and maintain quality assurance over the curriculum development process. Include methods used to test and evaluate training effectiveness, evaluate student progress and performance, and apply feedback to modify or enhance the course materials and structure.*

*One source of feedback could be a module-specific course or instructor evaluation form. This form should gather trainee reactions on the following topics: scope and relevance of course or module, appropriateness of objectives, usefulness of assignments and materials, effectiveness of course training materials, stronger and weaker features of the course, adequacy of the facilities, timing or length of the course or module, effectiveness of the instructor(s), and participant suggestions and comments.>*

# 3. Training Curriculum

*<Describe the components that make up each course. If a large number of courses or modules are described, place these descriptions in an appendix. Create subsections for each course.*

*Each course may comprise one or more modules. Develop a course description for each module. At a minimum, include the following for each course description: the course/module name; the length of time the course/module will take; the expected class size (minimum, maximum, optimal); the target audience; course objectives; module content/syllabus; specific training resources required, such as devices, aids, equipment, materials, and media to be used; and any special student prerequisites. Consider including information on instructor-to-student ratio, total number of students to be trained, estimated number of classes, location of classes, and testing methods.*

*Address the following questions:*

- *After the training is completed, what will happen to the training course materials, student information, and other materials?*

- *Who will own, manage, and maintain the training materials in the future?*

- *How will training materials be used in the future to train new staff?*

- *How will training materials be used in the future for refresher training?>*

# 4. Training Resources

## 4.1 Course Administration

*<Describe the methods used to administer the training program, including procedures for class enrollment, student release, reporting of academic progress, course completion and certification, monitoring of the training program, training records management, and security, as required.>*

## 4.2 Instructors

*<Provide an overview of instructor profiles, necessary skill sets and experience, and course development and session responsibilities.>*

## 4.3 Resources and Facilities

*<Describe the resources required by both instructors and students for the training, including timing around classroom and training facilities and size of session and number of sessions; equipment such as an overhead projector, projection screen, flipchart or visual aid panel with markers, and computer and printer workstations; and, materials such as memo pads and pencils, CDs, viewgraphs, and slides. Information contained in this subsection can be generic in nature and can apply to all courses. Itemize specific course information and special needs here as well or, if many different courses are involved, describe detailed needs in Section 3 –Training Curriculum.>*

## 4.4 Schedules

*<Outline a schedule for implementing the training strategy and indicate responsible parties. Include key tasks to be completed, such as when to set up training facilities and schedule participants; other activities essential to training; and dates by which those tasks and activities must be finished. Provide an overview of tasks, deliverables (e.g. evaluation forms), and estimated efforts (e.g. the work plan).>*

## 4.5 Future Training

*<Discuss scheduled training modifications and improvements. Include periodic updating of course contents, planned modifications to training environments, retraining of employees, and other predicted changes. Indicate procedures for requesting and developing additional training.>*

# 5. Training Materials

*<Although projects of any size can use this section, it is intended to be used mainly by the larger, more complex, and more critical projects. If this section is not applicable to the system involved, indicate "Not applicable". The purpose of this section is to assist the project manager and project team in managing the training materials produced by the project. Training materials can include presentations, workbooks, self-study tutorials, etc., associated with the software version release.*

*The project team will update this section as needed to reflect new or changing training material information.>*

## 5.1 Training Materials List

*<Populate Table 1 below with the applicable information when the training material is being developed or delivered. Add or remove any columns as necessary.>*

| Document Name | Version Number | Document Format | Date Delivered | Intended Audience | Storage Location |
|---|---|---|---|---|---|
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Table 1 - Software Training Materials List for *<Project Name>***

# Appendix A: References

*<Insert the name, version number, description, and physical location of any documents referenced in this document. Add rows to the table as necessary.>*

Table 2 below summarizes the documents referenced in this document.

| Document Name | Description | Location |
|---|---|---|
| *<Document name and version number>* | *<Document description>* | *<URL to where document is located>* |
| | | |
| | | |

**Table 2 – Appendix A: References**

# Appendix B: Key Terms

Table 3 below provides definitions and explanations for terms and acronyms relevant to the content presented within this document.

| Term | Definition |
|------|------------|
| *<Insert term>* | *<Provide definition of terms and acronyms used in this document>* |
|  |  |
|  |  |

**Table 3 - Key Terms**

# Appendix C: Training Checklist

Table 4 below provides a reference checklist for developers to ensure all core aspects of a training plan are in place before development (administrative, technical, procedural).

| Term | Location within Training Plan |
|---|---|
| Purpose: | 1.1 |
| Knowledge Objectives: | 1.3 |
| Learning Objectives: | 1.3 |
| Assessment Method: | 2.3 |
| Prerequisites: | 1.4 |
| Topics Covered: | 1.0 |
| Course Length: | 4.0 |
| Logistics: | 4.0 |
| Class Size: | 4.2 |
| Facilities & Equipment: | 4.2 |
| Course Materials: | 4.2 |
| Facilitator: | 4.2 |

**Table 4 – Training-ready checklist**