

















Engaging Content – Needs Analysis; Training Design, Development Weekly Update

5 Jan

Progress Against Major Milestones

This table shows our progress against 12 major milestones as of the date of this report.

 Not started
  On schedule
  Late
  Severely late

Task/Milestone	Original Target Due Date	Actual Complete	Status	
1 – Initial Planning, Contracting, Research and Design Complete	30 Nov	14 Dec	Complete	
2 – Interviews Complete	9 Dec	3 Jan	Complete	
3 – Job-aid Design Complete	19 Dec	19 Dec	Complete	
4 – ILT Design Complete	19 Dec	19 Dec	Complete	
5 – Development of Job-aid Complete	23 Dec		Late	
6 – Development of ILT Slide Deck Complete	27 Dec		Late	
7 – Training Support Module (eLearning) Design Started	19 Dec		Late	
8 – Train-the-trainer (TTT) Preps Complete	4 Jan		Started	
9 – Handoffs of ILT Materials Made/Complete	6 Jan			
10 – eLearning Design, Storyboard Complete	10 Jan			
11 – eLearning Module Reviewed, Approved	23 Jan			
12 – eLearning Module Posted to LMS	31 Jan			

Progress Notes (as of 5 Jan)

Accomplishments

- Job-aid (best practices doc) written (incl. three rounds of revisions)
- Needs analysis interviews complete
- Instructor guidance doc created
- Initial train-the-trainer session held
- Planned needs analysis interviews are complete (incl. [REDACTED] [REDACTED] [REDACTED])
- Infographic designed, developed (out of scope)

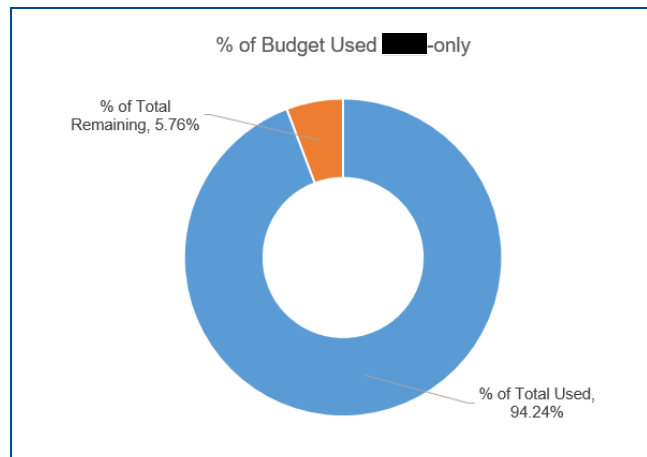
Next Steps

- Finalize job-aid (best practices doc)
- Finalize ILT slide deck
- Discuss design possibilities for eLearning/training support module
- Hold remaining train-the-trainer (TTT) session
- Handoff (obtain approval on) all ILT materials
- Design eLearning module

Hours/Spend Summary

This chart is for [REDACTED] activities only. Does not include work on eLearning module planned for [REDACTED]

- Budgeted = \$ [REDACTED]
- Actual = \$ [REDACTED]¹
- % of Total Used = [REDACTED]%
- % Remaining = [REDACTED]%



¹ As of week ending 31 Dec [REDACTED]

Current Unresolved Issues/Questions

- How extensive are the remaining edits to the playbook/job-aid? Who will accomplish these? (Peregrine has already done two complete rounds of edits. If remaining edits are significant, we may have to split some of the effort w/ [REDACTED] or dip into the eLearning budget.)
 - How will edits to the playbook affect the PPT deck and Instructor Notes? (If significant, see above.)
 - When can we meet w/ client to begin discussing and planning eLearning module?
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