

### Staff Planning Guide

Major Event	Activity	Project Manager	Training Manager	Training Specialist 1	Graphic Designer	Editor	Print Production	Researcher 1	Education Consultant	Instruction Designer	Social/Behavior experts	Public Relations
Write Goals	Plan	X	X						X	X		
	Do		X	X					X	X		
	Check	X	X	X					X	X		
Analyze Learners and context	Plan	X	X	X					X	X	X	
	Do		X	X						X	X	
	Check	X	X							X	X	
Create Task Analysis	Plan	X	X	X					X	X		
	Do		X	X						X		
	Check	X	X						X	X		
Write Objectives	Plan	X	X	X					X	X		
	Do		X	X					X	X		
	Check	X	X							X		
Develop Assessment Items	Plan	X	X	X					X	X		
	Do		X	X				X	X	X		
	Check	X	X					X		X		
Develop Instructional Strategy	Plan	X	X	X					X	X	X	
	Do		X	X					X	X		
	Check	X	X						X	X	X	
Develop Instructor's Guide	Plan	X	X	X				X	X	X		
	Do		X	X				X	X	X		
	Check	X	X							X		

Major Event	Activity	Project Manager	Training Manager	Training Specialist I	Graphic Designer	Editor	Print Production	Researcher I	Education Consultant	Instruction Designer	Social/Behavior experts	Public Relations
		Develop Instructional materials for instructor	Plan	X	X		X				X	X
	Do		X	X	X				X	X	X	
	Check	X	X	X					X	X		
Develop Formative Evaluation	Plan	X	X	X					X	X	X	
	Do		X	X						X	X	
	Check	X	X							X	X	
Conduct 1-1 Formative Evaluation of Instructor Materials	Plan	X	X	X					X	X		
	Do		X	X						X		
	Check	X	X						X	X		
Revise Instructor Material	Plan	X	X	X					X	X		
	Do		X	X		X			X	X		
	Check	X	X			X				X	X	
Develop student instructional Material	Plan	X	X	X	X				X	X		
	Do		X	X	X			X	X	X	X	
	Check	X	X					X		X	X	
Conduct 1-1 formative evaluation of student material	Plan	X	X	X					X	X	X	
	Do		X	X					X	X		
	Check	X	X						X	X	X	
Revise Instructional Materials for students	Plan	X	X	X				X	X	X		
	Do		X	X		X		X	X	X		
	Check	X	X			X				X	X	

Major Event	Activity	Project Manager	Training Manager	Training Specialist I	Graphic Designer	Editor	Print Production	Researcher I	Education Consultant	Instruction Designer	Social/Behavior experts	Public Relations
Awareness Activities Materials	Plan	X	X		X	X		X				X
	Do				X							X
	Check	X	X			X						
Locate Training Site-1 <sup>st</sup> Round	Plan	X	X	X						X		X
	Do			X								X
	Check	X	X									
Set up equipment for training site-1 <sup>st</sup> Round	Plan	X	X	X								
	Do		X	X								
	Check	X	X									X
Print Training Materials-1 <sup>st</sup> Round	Plan	X	X		X	X	X					X
	Do						X					
	Check	X	X		X	X	X					X
Conduct workshop-1 <sup>st</sup> round	Plan	X	X	X					X	X		
	Do			X								
	Check	X	X							X	X	
Conduct Formative Evaluation of Training- 1 <sup>st</sup> Round	Plan	X	X							X	X	
	Do		X									
	Check	X	X							X	X	
Revise Workshop	Plan	X	X	X				X	X	X		
	Do		X	X		X				X		
	Check	X	X			X				X	X	

Major Event	Activity	Project Manager	Training Manager	Training Specialist I	Graphic Designer	Editor	Print Production	Researcher I	Education Consultant	Instruction Designer	Social/Behavior experts	Public Relations
Locate Training Site-2 <sup>nd</sup> Round	Plan	X	X	X								X
	Do			X								X
	Check	X	X									
Set up equipment for training site-2 <sup>nd</sup> Round	Plan	X	X	X								
	Do			X								
	Check	X	X									
Print Training Materials-2 <sup>nd</sup> Round	Plan	X	X	X	X	X	X					X
	Do						X					
	Check	X	X		X	X	X					X
Conduct workshop-2 <sup>nd</sup> Round	Plan	X	X	X					X	X		
	Do			X								
	Check	X	X							X		
Conduct Formative Evaluation of Training- 2 <sup>nd</sup> Round	Plan	X	X	X					X	X	X	
	Do		X									
	Check	X	X							X	X	
Revise Workshop- 2 <sup>nd</sup> Round	Plan	X	X	X		X	X			X	X	
	Do		X	X		X				X		
	Check	X	X			X				X	X	
Prepare data for support of implementation	Plan	X	X					X	X	X	X	
	Do		X					X	X	X		
	Check	X	X							X	X	

Major Event	Activity	Project Manager	Training Manager	Training Specialist 1	Graphic Designer	Editor	Print Production	Researcher 1	Education Consultant	Instruction Designer	Social/Behavior experts	Public Relations
Implement Training	Plan	X	X	X						X		X
	Do			X								
	Check	X	X						X	X		
Summative Evaluation Materials	Plan	X	X	X						X	X	
	Do			X						X	X	
	Check	X	X									
Conduct Summative Evaluation	Plan	X	X	X					X	X		
	Do								X	X		
	Check	X	X						X	X		