

XXXXX – XXXXXXXX Status Report

Report Date:
Status Period:

Workstream:		LE Resource:	

Status:	
High Level Status:	
<input type="checkbox"/> On target	
<input type="checkbox"/> Not on target (explanation required)	

Phase	Milestone	Expected Completion	Actual Completion	Status (On Target, Not on Target, Completed)
Analysis	Identify audiences, locations & roles			See comments below
	Identify knowledge and skills required for each role with input from SMEs			See comments below
	Identify training resources (physical & knowledge)			See comments below
	Determine training objectives for each role			
	Sign off by LE Manager on Training Requirements			
	Sign off by Business Lead on Training Requirements			
Design	Document Training Plan			
	Determine content needed to fulfill objectives with input from SMEs			
	Establish Training Strategy & Methodology			
	Design Evaluation Strategy			
	Define learning reinforcement strategy			
	Review of Training Plan by LE Manager			
	Walk through and get sign off on Training Plan by Business Lead			

Develop	Create training materials			
	Develop assessments			
	Develop evaluation tools			
	Establish training schedule			
	Internal quality review of materials			
	Review of training content by LE Manager			
	Walkthrough and get sign off on training content by Business Lead			
Implement	Pilot and refine training			
	Conduct train the trainer			
	Deliver training			
Evaluation	Implement evaluation plan (staggered based on training schedule)			
	Analyze data (staggered based on training schedule)			
	Revise training content or delivery methods as needed (staggered based on training schedule)			
	Conduct Lessons Learned			
	Prepare final evaluation report			
	Review evaluation report			
	Present report to Leadership			

Issues, Concerns & Escalations:					
	Risk	Issue/Concern	Action	Owner(s)	Expected Resolved Date
1					
2					
Updates or other key messages:					
1					
2					