TRAINING
PROJECT PLAN

OVERVIEW

Course Title and Code:

Project Objectives:

Delivery Mode: E-Learning   Classroom   Virtual   Hybrid
Assigned Skill in JTA: Yes   No
Expiration: None   12 mon   24 mon   36 mon   Other
SME:
L&D Team:
Anticipated Date of Completion:
Start Date: Completion Date:

DELIVERABLES

L&D Team:

SMEs/Stakeholders:

Key Points:

NOTES

Jefferson Lab

	L&D Team	Project Reviewers
Storyboard	1st draft by 2nd draft by	Submit feedback by Submit feedback by
Snippet	1st draft by	Submit feedback by
Development	1st draft by 2nd draft by **Final draft by**	Submit feedback by Submit feedback by **Approve by**
Testing/QA	Test course by Make final edits by	Review course by
Delivery	Final Output by	Closeout by