



# CDC UNIFIED PROCESS CHECKLIST



## TRAINING PLANNING

### Purpose

The purpose of this document is to provide a quick checklist for use by the project manager to ensure that all appropriate activities related to **Training Planning** have been addressed.

### Activities Checklist

This section provides a checklist of activities to ensure proper preparation, use, and post completion review and continued use of this template.

Checklist	
	Has a Training Plan been created?
	Have training requirements been identified and prioritized?
	Have training program outcomes been identified?
	Has the training audience been identified?
	Has the topics/information that the audience needs to be trained on been identified?
	Has a time and location for the training been scheduled?
	Has the best approach and most appropriate method of training been identified?
	Has a training program been defined?
	Have training resources been allocated to support the training effort?
	Have training materials been developed/acquired?
	Has a training strategy been developed?
	Has a schedule for training development and implementation been constructed?
	Has a training environment been identified?
	Has the training staff been trained on the curriculum they will be instructing?
	Have appropriate facilities been established that are adequate to perform training?
	Have Regulatory requirements been met (e.g. Section 508, Records Management, Privacy, etc)?