## **{Enter course title.}**

Initial PMT Date: Click to enter a date.

Current PMT Date: Enter a date.

#### Updated PMT Dates and Reasons for Change:

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| Enter a date.: Click to enter a reason. |
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#### Training Program Information

**Purpose:**

**Learning Objectives**

Upon completion of this course, you will be able to:

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### PMT Processes

#### Header and Footer

Update footer with date and PMT title when PMT is created and for each subsequent update. Update the header with the course title.

Send all PMTs (initial and updated) to the following:

* Dave Turk
* Mark Schmitt
* Appropriate State Lead(s)
	+ Danni Grochowski (W-2 NWT)
	+ Sally Hilsgen (ECM courses)
	+ Heather Sommers (W-2 Policy & Process courses)
	+ Lynda Fischer (Child Support courses)

#### Notes

Participation in a PTT project by external staff must be approved by the appropriate section manager. When a PMT is ready to implement, submit the request for external editors to the assigned State Lead(s) who will request an assignment from the appropriate section manager.

If there are any changes in the timeframes/assignments by the lead or the project team, a new/updated PMT needs to be created and sent to the appropriate people listed above, as well as anyone else on team.

Ensure that all outlines and drafts are sent to the State Lead(s).

Reviewers also need to review the purpose and objectives to ensure the intent is clear and accurate.

### Project Planning

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| State Lead(s): Choose or type a name.Project Lead(s):Project Team:Estimated Delivery Date: Enter a date. **Planning**[ ]  Create Initial Project Folder (S: Drive – for those without S: Drive access, ask Mark or Lynda to establish and file)*S: Drive Path Name:* [ ]  Initial Project Meeting: *(Dates:* Enter a date.*, Names:* Click to enter names.*)*[ ]  Identify Target Audience: [ ]  Methodology:[ ]  Purpose and Learning Objectives (see previous page)[ ]  Identify Stakeholders:[ ]  Internal and External Impacts: [ ]  Detailed Outline: (*Dates:* Enter a date.*–*Enter a date.*, Names:* Enter names.*)*[ ]  Review: (To Training Coordinator and State Lead) *(Dates:* Enter a date.*–*Enter a date.*, Names:* Enter names.*)* [ ] Edits: *(Dates:* Enter a date.*–*Enter a date.*, Names:* Enter names.*)*  |

### Project Development

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| Development Team Members: (Content Developer(s), Storyboarder(s), CBT developer(s), voice talent, etc.) Policy Lead:Reviewers: |

**Content**

[ ]  Content Collection: *(Dates:* Enter a date.*–*Enter a date.*, Names:* Enter names.*)*

[ ]  Initial Content Development/Narrative: *(Dates:* Enter a date.*–*Enter a date.*, Names:* Enter names.*)*

[ ]  Evaluation: *(Dates:* Enter a date.*–*Enter a date.*, Names:* Enter names.*)*

 Format: [ ]  Quia, [ ]  Other: Click to enter text.

 [ ] Pre/Post Test

[ ]  Content/Narrative/Evaluation Review and Proofreading Review (PTT Internal 1): *(Dates:* Enter a date.*–*Enter a date.*, Names:* Enter names.*)*

*Note: When appropriate, be specific on what you want that reviewer to focus on.*

[ ]  Edits: *(Dates:* Enter a date.*–*Enter a date.*, Names:* Enter names.*)*

[ ]  Review: (Send to State Lead and/or Training Coordinator) *(Dates:* Enter a date.*–*Enter a date.*, Names:* Enter names.*)*

[ ]  Edits (As Needed): *(Dates:* Enter a date.*–*Enter a date.*, Names:* Enter names.*)*

[ ]  Review: (External): *(Dates:* Enter a date.*–*Enter a date.*, Names:* Enter names.*)*

*Note: When appropriate, be specific on what you want that reviewer to focus on.*

**Design**

[ ]  User Interface Design: *(Dates:* Enter a date.*–*Enter a date.*, Names:* Enter names.*)*

[ ]  Storyboarding: *(Dates:* Enter a date.*–*Enter a date.*, Names:* Enter names.*)*

[ ]  User Interface Review (PTT Internal 2): *(Dates:* Enter a date.*–*Enter a date.*, Names:* Enter names.*)*

[ ]  Storyboard Review (PTT Internal 2): *(Dates:* Enter a date.*–*Enter a date.*, Names:* Enter names.*)*

[ ]  User Interface Edits: *(Dates:* Enter a date.*–*Enter a date.*, Names:* Enter names.*)*

[ ]  Storyboard Edits: *(Dates:* Enter a date.*–*Enter a date.*, Names:* Enter names.*)*

[ ]  Prototype of Course: *(Dates:* Enter a date.*–*Enter a date.*, Names:* Enter names.*)*

[ ]  Prototype Review: *(Dates:* Enter a date.*–*Enter a date.*, Names:* Enter names.*)*

[ ]  Prototype Edits: *(Dates:* Enter a date.*–*Enter a date.*, Names:* Enter names.*)*

[ ]  Script Specific Review (PTT Internal 2): *(Dates:* Enter a date.*–*Enter a date.*, Names:* Enter names.*)*

[ ]  Script Specific Edits: *(Dates:* Enter a date.*–*Enter a date.*, Names:* Enter names.*)*

[ ]  Review: (Send to State Lead and/or Training Coordinator) *(Dates:* Enter a date.*–*Enter a date.*, Names:* Enter names.*)*

[ ]  Edits (As Needed): *(Dates:* Enter a date.*–*Enter a date.*, Names:* Enter names.*)*

**Development**

[ ]  Audio Recording of Script: *(Dates:* Enter a date.*–*Enter a date.*, Names:* Enter names.*)*

[ ]  Finish Course Development: *(Dates:* Enter a date.*–*Enter a date.*, Names:* Enter names.*)*

[ ]  Course Request Form: *(Lynda, Sally, or Heather)*

[ ]  BETA Test Publishing: *(Dates:* Enter a date.*–*Enter a date.*, Names: Mark)*

[ ]  BETA Testing and Proofreading Review: *(Dates:* Enter a date.*–*Enter a date.*, Names:* Enter names.*)*

[ ]  BETA Test Edits: *(Dates:* Enter a date.*–*Enter a date.*, Names:* Enter names.*)*

[ ]  Final Review (To Training Coordinator and/or State Lead): *(Dates:* Enter a date.*–*Enter a date.*, Names:* Enter names.*)*

[ ]  FinalEdits: *(Dates:* Enter a date.*–*Enter a date.*, Names:* Enter names.*)*

[ ]  Materials Storage: *(Date:* Enter a date.*, Name:* Enter name.*)*

#### Project Delivery

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| Delivery Team Members: |

**Delivery**

[ ]  Marketing Plan (including W-2 and CS Training Times, CS Announcement, etc.)

 *(Names)*

[ ]  Course Description for LC – send to State Lead for Course Request

*(Project Lead)*

[ ]  Course Request Form

*(Heather or Sally for W-2, Lynda for Child Support)*

[ ]  DL Publication Date or Upload to LC *(*Enter a date.*, Mark)*

[ ]  Class Request Forms (Webinar Only) *(Name)*

[ ]  Review Evaluations *(Name)*

[ ]  Identify ongoing support needs *(Name)*