Training Development System – Executive Summary

Purpose: Approval to implement standardized training development process
Date: xx/xx/xxxx

The Problem

We're developing multiple training assets (workshops, eLearning, job aids, documentation) for the mainframe-to-cloud transformation. Without a standard process: timelines will be unpredictable, quality could vary, and SME availability could create bottlenecks that risk Go Live readiness.

The Solution

A four-part system that makes training development predictable, efficient, and scalable:

SME Collaboration Charter – Formal agreement with clear response timeframes (5 days for requests, 1 week for reviews)

SharePoint Tracking – Real-time visibility into all projects: status, assigned SMEs, target dates, blockers (tied to ADO stories)

Standard Workflow – Six-phase process with timelines by asset type (workshops: 8 weeks, eLearning: 6-10 weeks, job aids: 3-4 weeks)

Reusable Templates – Standardized scoping, content requests, and outlines that reduce development time 20-30%

Business Impact

- **Predictability**: Know exactly when training will be ready for Go Live

- **Quality**: SME sign-off at multiple checkpoints prevents errors

- **Efficiency**: Structured requests optimize SME time, eliminate status meetings

- **Scalability**: Works for 5 assets or 50, across all training formats

What I Need

1. Approval to implement as standard for all training development

2. Support for SME time commitments when charters are signed

3. Permission to refine the system as we learn