

Using a training project charter

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*Wisconsin Department of Natural Resources
LADCO Training Committee, September 2019*



Three pairs of pliers are arranged on a wooden surface. The top pair is silver with a serrated jaw. The middle pair has black handles with red accents and a serrated jaw. The bottom pair has black handles with red accents and a smooth jaw.

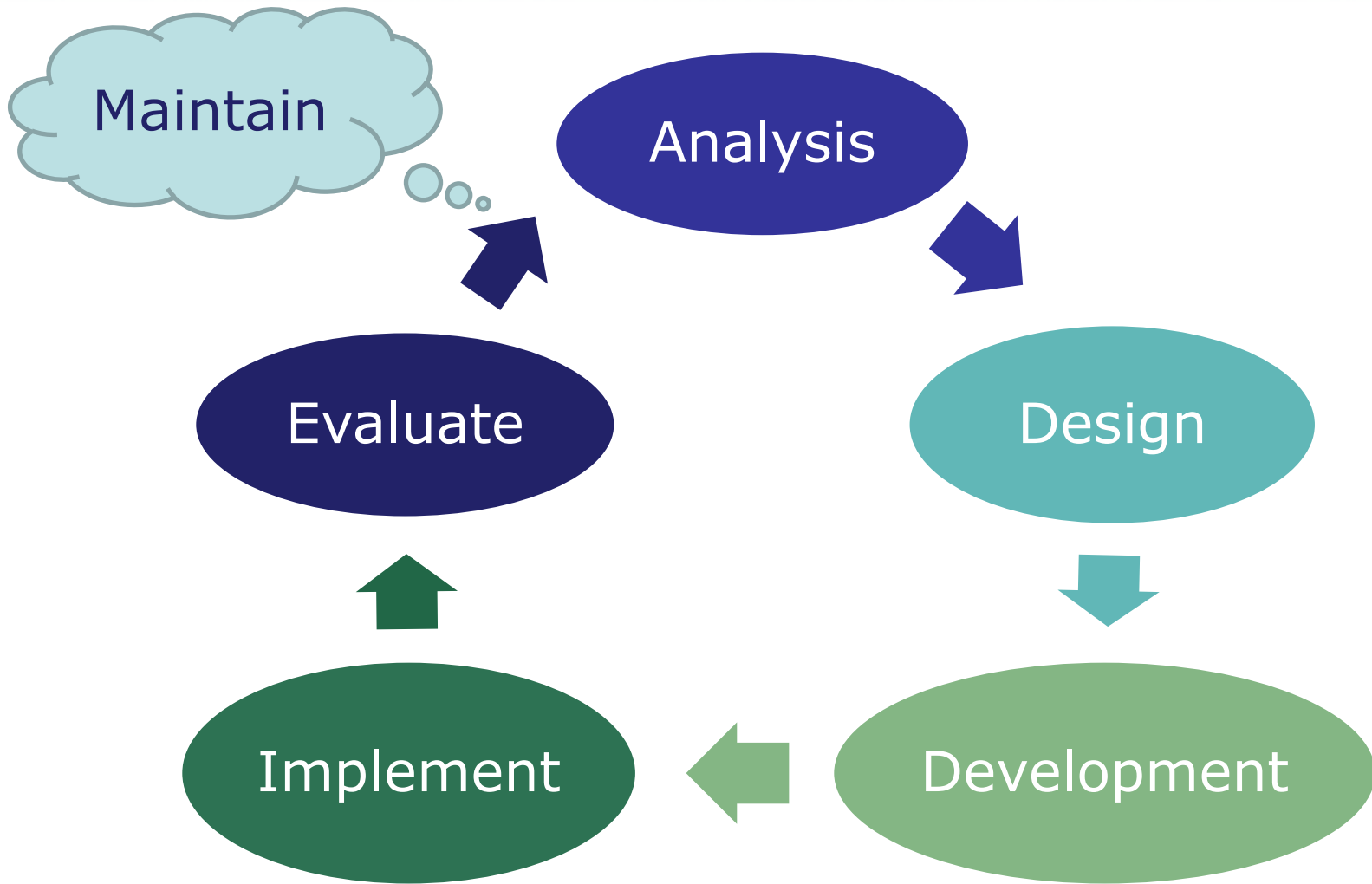
Objectives

- ✓ Define the purpose of the Training Project Charter
- ✓ Recognize the different parts of the tool and how to use them
- ✓ Consider how the tool could be implemented in your state

Purpose

- Guide a discussion with subject matter experts
- Planning stages
- Define your role in the project







Tour of the tool

Training Project Charter

Training project: Choose an item.

Project sponsor: Choose an item.

Subject matter experts: Choose an item.

Section/program: Choose an item.

Audience: Choose an item.

Training delivery date (deadline): Click or tap to enter a date.



Information gathering

Training Project Charter

Training project: Choose an item.

Project sponsor: Choose an item.

Subject matter experts: Choose an item.

Section/program: Choose an item.

Audience: Choose an item.

Training delivery date (deadline): Click or tap to enter a date.

Training development start date: Click or tap to enter a date.



Objectives

Objectives:

What should learners be able **to do** at the end of this training?

Training is successful if learners can...

- Recognize importance of process to the program: identify what data goes to ICIS, how it is transformed to be delivered to EPA.
- Identify field functionality
- Enter data in the correct format
- Assess when in the process to enter data on VEF. (When they have enough information to be entering it. Knowing when it's the right time to enter data varies and has a detailed determination process.)
- Locate previous violations and resulting enforcement actions (can search by facility, pollutant, etc.)
- Incorporate the search step in the violation process.
- Make informed enforcement decisions, using previous actions as a reference.



Start, stop, scope

Training beginning point:

Define the knowledge base of the audience before training.

Training stopping point:

Areas defined out-of-scope:





Training logistics

Does the training need to be tracked?

Choose an item.

Does a certificate need to be issued?

Choose an item.

One-time or ongoing?

Choose an item.

Training availability:

Choose an item.

Onboarding plan:

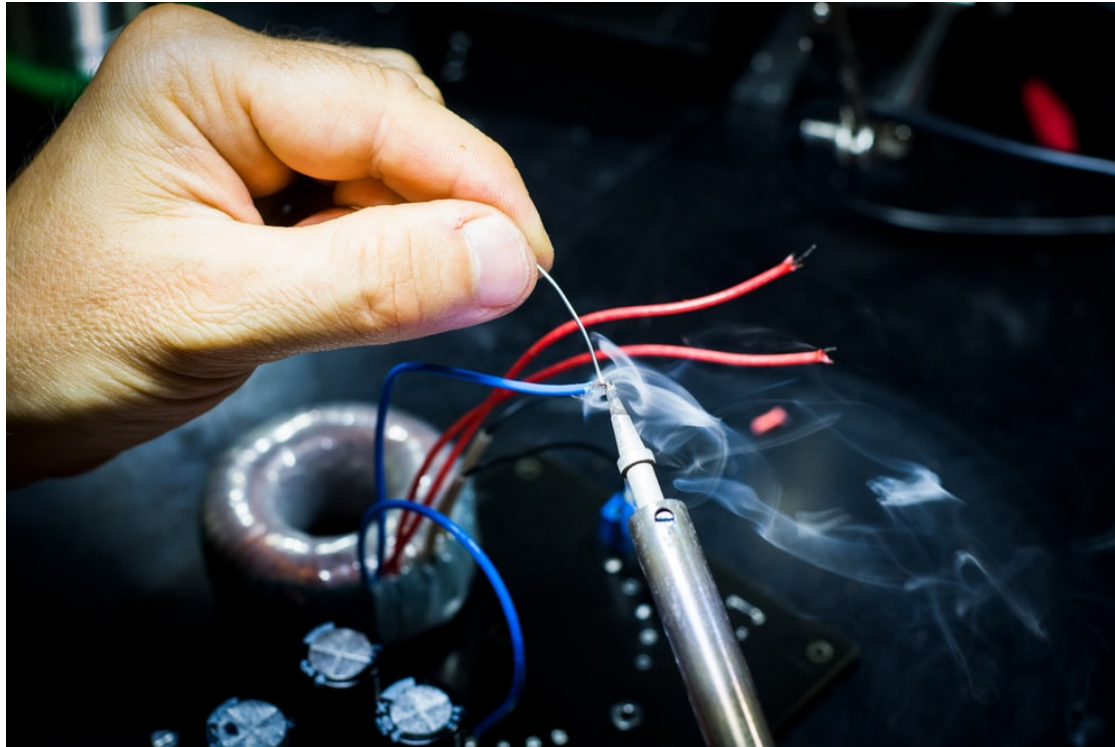
How will new staff learn this content?



Maintenance

Maintenance plan:

How will content be kept up to date?



Training tools

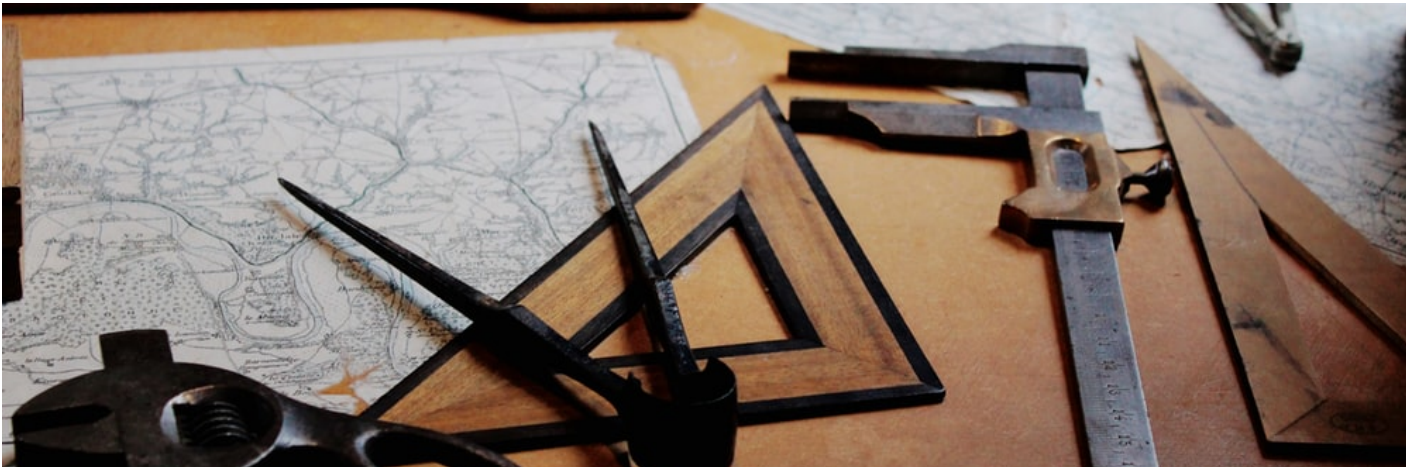
Training tools used:

- Choose an item. ▾
- Choose an item.
 - Desk Aid
 - Participant Guide
 - Trainer's Notes
 - Live/Recorded Webinar
 - PPT
 - Handouts/Worksheets
 - User Guide
 - E-learning

evaluated?

Considerations:

- Timeline
- Maintenance
- Learner needs
- Training content





Evaluation

Evaluation:

How will training be evaluated?



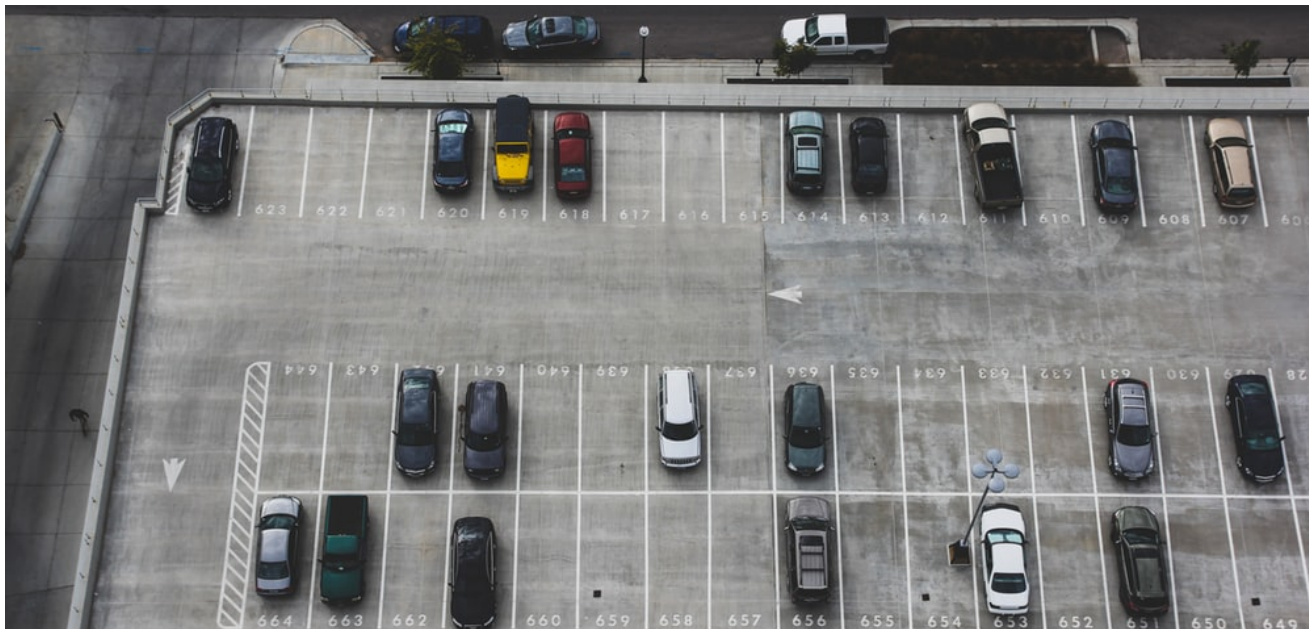


Role of trainer, parking lot

Role of the Training Coordinator:

Parking lot:

Considerations for future training related to this project:



Action Plan

Action item	Person responsible	Date



Review

- ✓ Define the purpose of the Training Project Charter
- ✓ Recognize the different parts of the tool and how to use them
- ✓ Consider how the tool could be implemented in your state





Discussion

