PROJECT PLAN

PROJECT INFORMATION

Project Title	*Making the Perfect Peanut Butter and Jelly Sandwich*
Project Description	The goal of this project is to standardize training on the best practices for making peanut butter and jelly sandwiches across production associates—existing and new hires—to improve performance and quality of final product. Training will focus on the use of proper tools and acceptable quality control of final assembly.

ROLES & RESPONSIBILITIES

Designer	Jen Schroeder
Project Stakeholder(s)	John Doe, Jane Smith
Subject Matter Expert(s)	[Existing Associate/Lead], [New Associate]
Other Contributor(s)	Mary Andrews, Steve James

PROJECT DELIVERABLES

Target Audiences	New hires, existing production associates
Learning Objectives	After completing this course, learners will be able to: ● Select the appropriate tools and ingredients. ● Correctly assemble the PBJ. ● Apply satisfactory quality control checks to finished product.
Description of Deliverables	The scope of this project includes the following deliverables… ● *Making the Perfect PBJ Sandwich* video ● *PBJ Infographic (Canva, MS Word)*

Implementation & Measurement

Project Risk / Constraints	Short deadline, urgent need for quality improvement, production associate attention and material retention
Measurement(s) of Success	PBJ failure rate decreases by 10% within 4 weeks of training as production associates improve assembly of PBJs and quality control check performance
Implementation	Audience-specific: ● **New hires** – Will receive hands-on training, video assignment, and infographic; will receive notification at the end of the day that quiz must be completed by the end of the week ● **Existing production associates** – Will receive reminder of updates to PBJ SOP and PBJ Tools TDS; will receive notification that video must be completed by the end of the week and that infographic is available on demand.

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TASK	OWNER	WK1	WK2			WK3			
PROJECT PLANNING		9/8/2023							
Project Kick-Off Meeting	All	9/8/2023							
Create Course Project Plan	Developer	9/8/2023							
Review Course Project Plan	SME		9/11/2023						
PROTOTYPE			9/11/2023	9/13/2023					
Prototype 1st Draft	Developer		9/11/2023						
Review Prototype 1st Draft	SME			9/13/2023					
DEVELOPMENT				9/13/2023			9/20/2023		
Alpha Course Dev	Developer			9/13/2023					
Alpha Course Review	SME				9/15/2023				
Beta Course Dev	Developer				9/15/2023				
Beta Course Review	SME					9/18/2023			
Gold Course Dev	Developer					9/18/2023			
Gold Course Review	SME + Stakeholders						9/20/2023		
TESTING & QA							9/20/2023		
Test Course	Developer						9/20/2023		
Make Final Course Edits	Developer						9/20/2023		
COURSE DELIVERY								9/21/2023	9/22/2023
Schedule eLearning assignment	L&D Coordinator							9/21/2023	
Publish Materials to LMS	LMS Admin								9/22/2023
Communicate Course Availability	SME								9/22/2023

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