

- **Analysis**
 - Meet with panels
 - Summarize feedback
 - Analyze 2014 survey results
 - Summarize feedback
 - Participate in February's Core training
 - Identify strengths and weaknesses
 - **Design**
 - Identify project team
 - Debrief on responsibilities
 - Produce project plan
 - Deliver to Director
 - Outline course modules
 - Identify different types of learning to be used
 - Eliminate modules no longer being used
 - Feedback from Director
 - Identify needed SME's
 - **Development**
 - Work on modules
 - Revise current modules
 - Develop new modules
 - Develop non-digital materials
 - Draft post-training surveys
 - Deliver to Director
 - Feedback from Director
 - Revise all work based on Director feedback
 - **Implementation**
 - Core demo
 - "Train the Trainer" session
 - Feedback from Director
 - Make any necessary revisions
 - Feedback from trainers
 - Make any necessary revisions
 - Feedback from SME's
 - Make any necessary revisions
 - Use new Core modules with April new hires
 - **Evaluation**
 - Send week 1 survey
 - Evaluate new Core program
 - Feedback from Director
 - Feedback from trainers
 - Feedback from SME's
 - Send 30 day survey
 - Send 90 day survey
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