State of Michigan

(Insert System or Project Name Here)

Training Checklist

**General Information**

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| System or Project ID/Acronym: |  | Creation Date: |  |
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**Change Control**

| Revision Date | Author | Section(s) | Summary |
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# Training Checklist

| Training Checkpoint | | Comments |
| --- | --- | --- |
|  | The organizations training policy for meeting training needs is identified. |  |
|  | The skills and knowledge for each management and technical role are identified. |  |
|  | Training vehicles for imparting skills and knowledge are identified and approved. |  |
|  | A group responsible for fulfilling the training needs of the organization exists. |  |
|  | Adequate resources and funding are provided for implementing the training program. |  |
|  | Tools to support the training program activities are available. |  |
|  | The appropriate facilities are available to conduct training. |  |
|  | Members of the training group have the necessary skills and knowledge to perform their training activities. |  |
|  | Managers have received orientation on the training program. |  |
|  | Each project develops and maintains a training plan that specifies its training needs. |  |
|  | The organization's training plan is developed and revised according to a documented procedure. |  |
|  | Training for the organization is performed in accordance with the organization's plan. |  |
|  | Training courses prepared at the organization level are developed and maintained according to organizational standards. |  |
|  | A waiver procedure for required training is established and used to determine whether individuals already possess the knowledge and skills required to perform in their designated area. |  |
|  | Measurements are made and used to determine the status of the training program activities. |  |
|  | The training program activities are reviewed with senior management on a periodic basis. |  |
|  | The training program is independently evaluated on a periodic basis for consistency with, and relevance to, the organization's needs. |  |
|  | The training program activities and work products are reviewed and/or audited and the results are reported. |  |
|  | Training records are properly maintained. |  |

# Approval Information

The signatures relay an understanding of the purpose and content of the document by those endorsing it.

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# References

The following resources can be referenced for additional information on software design practices and procedures. **Note:** This checklist is in compliance with Software Engineering Institute guidance and most standards.

**Software Engineering Methodology**

**Software Engineering Institute's Software Capability Maturity Model (SEI CMM)**

Software Product Engineering is a Key Process Area in Level 3 of the Model

**Institute of Electrical and Electronic Engineers (IEEE)**

The IEEE Standard for Developing Software Life Cycle Processes

**National Institute of Standards and Technology (NIST)**

**Organization for Standardization (ISO)**

ISO 9001

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State of Michigan

Training Checklist

Instructions

# General Information

**Author(s)**

Record the name of all authors contributing to this document.

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Enter the name of the DTMB Client Service Director (CSD) or Information Officer (IO) authorizing DTMB resources to work on the project.

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# Training Checklist

The checklist is intended to provide system owners, project managers, configuration managers, and other information system development and maintenance professionals with guidance in identifying and planning training activities. The checklist reflects recognized training activities to be performed in support of the information system project lifecycle.

The objectives of training are summarized as follows:

* Ensure all assigned personnel are able to use the system commensurate with their function and responsibilities.
* Ensure the system documentation accurately reflects the system.
* Ensure the structure for future training is established.

**Note:** Training may vary depending upon the training objectives and the system environment.

# Approval Information

# References