

SOFTWARE QUALITY & SYSTEMS ENGINEERING PROGRAM

Training Checklist

The following checklist is intended to provide system owners, project managers, trainers, 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 systems 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.

Training Checklist	SEM Reference	Comments
<input type="checkbox"/> The organizations training policy for meeting training needs is identified.	None	
<input type="checkbox"/> The skills and knowledge for each management and technical role are identified.	Chapter 7.9 Develop Training Program	
<input type="checkbox"/> Training vehicles for imparting skills and knowledge are identified and approved.	Chapter 7.9 Develop Training Program	
<input type="checkbox"/> A group responsible for fulfilling the training needs of the organization exists.	Chapter 7.9 Develop Training Program	
<input type="checkbox"/> Adequate resources and funding are provided for implementing the training program.	Chapter 3.0 Develop Project Plan	
<input type="checkbox"/> Tools to support the training program activities are available.	Chapter 7.9 Develop Training Program	
<input type="checkbox"/> The appropriate facilities are available to conduct training.	Chapter 7.9 Develop Training Program	
<input type="checkbox"/> Members of the training group have the necessary skills and knowledge to perform their training activities.	Chapter 7.9 Develop Training Program	
<input type="checkbox"/> Managers have received orientation on the training program.	None	
<input type="checkbox"/> Each e project develops and maintains a training plan that specifies its training needs.	Chapter 7.9 Develop Training Program	
<input type="checkbox"/> The organization's training plan is developed and revised according to a documented procedure.	Chapter 7.9 Develop Training Program	
<input type="checkbox"/> Training for the organization is performed in accordance with the organization's plan.	Chapter 7.9 Develop Training Program	

Training Checklist	SEM Reference	Comments
<input type="checkbox"/> Training courses prepared at the organization level are developed and maintained according to organizational standards.	Chapter 1, Organizational Implementation of Methodology	
<input type="checkbox"/> A wavier 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.	Chapter 1, Organizational Implementation of Methodology	
<input type="checkbox"/> Measurements are made and used to determine the status of the training program activities.	Chapter 1, Organizational Implementation of Methodology	
<input type="checkbox"/> The Training program activities are reviewed with senior management on a periodic basis.	Chapter 1, Organizational Implementation of Methodology	
<input type="checkbox"/> The Training program is independently evaluated on a periodic basis for consistency with, and relevance to, the organization's needs.	Chapter 1, Organizational Implementation of Methodology	
<input type="checkbox"/> The training program activities and work products are reviewed and/or audited and the results are reported.	Chapter 1, Organizational Implementation of Methodology	
<input type="checkbox"/> Training records are properly maintained.	Chapter 1, Organizational Implementation of Methodology	

REFERENCES

The following resources can be referenced for additional information on Training practices and procedures.

Note: This checklist is in compliance with Software Engineering Institute (SEI) Training Program guidance.

Systems Engineering Methodology

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

Training is a Key Process Area in Level 3 of the Model.

Institute of Electrical and Electronic Engineers (IEEE)

Organization for Standardization (ISO)

ISO 9001.