

# Project Plan

## Development and Launch Infant Development Program Training N. Eller for ABC Company

Project Information	
Project Title	Infant Development Program: Development/Launch & Training
Project Description	<p>ABC Company is adding an Infant Development Program (IDP) to its programs and services (which have historically been limited to ABA therapy. They have hired a Program Developer and Manager (licensed and credentialed Speech Language Pathologist) to head this initiative. The IDP will initially and primarily receive its referrals from the North Los Angeles Regional Center (NLARC). This project will involve and impact all departments across the ABC organization.</p> <p>For IDP training specifically, the results of Training Needs Analysis are:</p> <p>Training for IDP (everyone's new) staff/clinical team members for:</p> <ol style="list-style-type: none"><li>1. IDP background, purpose, mission - Roles/Responsibilities ESDM (Early Start Denver Model) ABC's chosen primary clinical intervention model</li><li>2. Data collection &amp; Documentation (including SOAP notes) Caregiver Coaching/Communication/Collaboration</li><li>3. IDP Evaluation Instruments Administration, Scoring, Reporting</li></ol>

Roles & Responsibilities	
Role: IDP Developer and Manager	[Name] Project Management, Training Assessment Needs, Training Development, Training Delivery, Training Assessment, Collaboration with HR for Job Descriptions, Hiring, Supervision of Clinical Team Members, Communication (Internal ABC, External NLARC) Project Deliverables
Role: CO-CEO for ABC	[Name] Leadership and Vision, Internal Stakeholder, IDP Developer and Manager reports to
Role: Regional Manager for ABC	[Name] Internal Stakeholder, Onboarding the IDP Developer and Manager, SME current ABA services/programs

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Project Deliverables	
Target Audience	ABC CEO, ABC Regional Manager, NLARC Service Coordinators, Existing ABA technicians who will be transitioning to CDS (Child Development Specialists), New Hires for IDP Team: CDS and SLPA
Learning Objectives for Training	<ol style="list-style-type: none"> <li>1. Within 2 months of completing Training 1 and given a verbal prompt including an ESDM keyword, IDP Team Members will demonstrate the strategies/techniques in at least 3 out of 4 opportunities as measured by observation and data collection.</li> <li>2. Within 2 months of completing Training 2, IDP Team Members will document session information and outcomes by completing SOAP notes and data tracking (in Catalyst platform) with at least 80% accuracy as judged by supervisor and documentation comparison.</li> <li>3. Within 2 months of completing Training 3, IDP Team Members will score, analyze and document at least 2 Assessment Results in Assessment Report Template with at least 80% accuracy as measured by assessment completion rubric.</li> </ol>
Deliverables	<ul style="list-style-type: none"> <li>• In-Person Training x3 (Slide Decks/Visuals, Training Manual/Guide, Participant Packets (and practice activities)</li> <li>• Resource Libraries (tangible and digital)</li> <li>• Job Aides (templates, sample reports, cheat sheets, milestones, etc.)</li> </ul>

Project Implementation & Measurement	
Risks & Constraints	<ul style="list-style-type: none"> <li>• IDP staff miss scheduled training               <ul style="list-style-type: none"> <li>○ IDP Program Manager will conduct Virtual Trainings in the event staff member has no other availability for scheduled trainings</li> </ul> </li> <li>• Supervisors scheduling observations</li> <li>• Limited time per IDP Program Developer/Manager # of Deliverables</li> <li>• Coordination/Scheduling Training Space(s) for Trainings</li> <li>• Location/Space for Tangible Therapy “toys” Resources</li> </ul>
Implementation	Three (3) In-Person Training/Courses including instruction, live demonstration and video examples, interactive group work, interactive practice activities,
Measurements	<ol style="list-style-type: none"> <li>1. Participants' Evaluation of Training</li> <li>2. Implementation and Demonstration of:           <ol style="list-style-type: none"> <li>a. ESDM techniques/strategies,</li> <li>b. Accurate session documentation, data collection</li> <li>c. Administration, scoring and reporting of assessment results</li> </ol> </li> </ol>