

# EOTA – Business Form



**Document Title:**

**ILT/Exercise Initial Preparation Checklist**

**Document Number:**

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**Parent Document:**  
**ISDP-002, Training Production Process**

**Notify of Changes:**  
**EOTA Employees**

**Referenced Document(s):**  
**ITTP-012 Graphic Design Support Process, ISDF-018 Course Roster ISDF-008 ILT Student Feedback Survey**

***Revision History:***

<b>Rev.</b>	<b>Description of Change</b>
<b>A</b>	<b>Initial Release</b>
<b>10_0630</b>	<b>Modified to accompany TPP</b>

## ILT/Exercise Initial Preparation Checklist

Anticipated Completion Date	<b>INITIAL LOGISTICS PREPARATIONS</b> (see below for additional checklist items for offsite delivery)	
	<input type="checkbox"/>	Establish training dates
	<input type="checkbox"/>	Verify availability of proper facility/exercise venues
	<input type="checkbox"/>	Reserve training facility/exercise venues
	<input type="checkbox"/>	Obtain directions to training site (for non-EOTA classrooms/exercise sites)
	<input type="checkbox"/>	Identify/coordinate instructor availability
	<input type="checkbox"/>	Post course on EOTA website for registration
	<input type="checkbox"/>	(For restricted courses) Obtain roster from sponsoring organization
	<input type="checkbox"/>	Track registration, as applicable
	<b>INITIAL COURSE PREPARATIONS</b>	
	<input type="checkbox"/>	Prepare and disseminate a student general information packet
	<input type="checkbox"/>	Review recommendations from previous iterations (from most recent AAR)
	<input type="checkbox"/>	Work with SME(s) to develop course content, student handbook, facilitator/controller/evaluator guides, as applicable
	<input type="checkbox"/>	Coordinate with graphics support for student materials production utilizing Graphics Design Support Process (ITTP-012)
	<b>PRIOR TO FIRST DAY OF CLASS</b>	
	<input type="checkbox"/>	Determine and request classroom setup (table configurations, AV hook-up, flipcharts, whiteboards, etc.), as applicable
	<input type="checkbox"/>	Coordinate facility access (i.e. EOTA door code and break room key)
	<input type="checkbox"/>	Verify set-up of classroom before course begins (day before, if possible)
	<input type="checkbox"/>	Obtain equipment and logon for computer(s)
	<input type="checkbox"/>	Test the equipment/computer/application (day before, if possible)
	<input type="checkbox"/>	Contact and confirm schedule with classroom/exercise venue point-of-contacts
	<input type="checkbox"/>	Set up classroom for first day, if possible (print materials, name tags/tents, schedule, student feedback surveys etc.)
	<b>FIRST DAY OF CLASS</b>	
	<input type="checkbox"/>	Meet with instructor prior to class and brief them on equipment
	<input type="checkbox"/>	Begin class with welcome and introductions of staff and instructors
	<input type="checkbox"/>	Ensure safety brief is given
	<input type="checkbox"/>	Point out housekeeping message board/cell phone policy
	<input type="checkbox"/>	Explain system for receiving messages
	<input type="checkbox"/>	Circulate ISDF-018, Course Roster for sign-in/corrections
	<input type="checkbox"/>	Provide EOTA staff contact information
	<input type="checkbox"/>	Pickup corrected roster and deliver to graphics for certificate production
	<input type="checkbox"/>	Distribute ISDF-008, ILT Student Feedback Survey

	<b>DAILY</b>	
	<input type="checkbox"/>	Check with instructor and determine any needed assistance for the day
	<input type="checkbox"/>	Circulate ISDF-018, Course Roster for student sign-in each day as applicable
	<input type="checkbox"/>	Deliver any messages to students and instructor
	<input type="checkbox"/>	Collect signed roster, as applicable
	<input type="checkbox"/>	Secure classroom at end of each day
	<b>BEFORE CLOSING DAY OF CLASS</b>	
	<input type="checkbox"/>	Have certificates signed by instructor(s)
	<b>LAST DAY OF CLASS</b>	
	<input type="checkbox"/>	Collect completed ISDF-008, ILT Student Feedback Survey
	<input type="checkbox"/>	Have instructor sign completed ISDF-018, Course Roster
	<input type="checkbox"/>	Deliver certificates to classroom
	<input type="checkbox"/>	Clean-up classroom and ensure it's ready for follow-on use
	<input type="checkbox"/>	Secure classroom and equipment (computer, flash drives, remote, clicker, and LCD projector)
	<input type="checkbox"/>	Provide completed ISDF-018, Course Roster and ISDF-008, ILT Student Feedback Survey to Online Learning Support Specialist (OLSS)
	<input type="checkbox"/>	Return break room key and equipment
	<b>OFFSITE INSTRUCTOR-LED CLASS (ADDITIONAL ITEMS TO BE COMPLETED)</b>	
	<input type="checkbox"/>	Make travel arrangements, as applicable
	<input type="checkbox"/>	Identify/coordinate classroom needs (logistics, schedule)
	<input type="checkbox"/>	Confer with instructor(s) and determine class schedule
	<input type="checkbox"/>	Determine shipping schedule and coordinate with graphics support for student materials production utilizing ITTP-012, Graphics Design Support Process
	<input type="checkbox"/>	Check out EOTA equipment and prepare it for shipping
	<input type="checkbox"/>	Obtain shipping address, Point of Contact to receive shipment and contact information. Provide information to OLSS to create outbound and return shipping labels. Ask OLSS to arrange for package pick up.
	<input type="checkbox"/>	Verify shipped training materials and equipment arrived at training site
	<input type="checkbox"/>	Establish logistics support at class location, as applicable (IT, Security, etc)
	<input type="checkbox"/>	Reconfirm classroom setup (table configurations, AV hook-up, flipcharts, whiteboards, etc.)(a day in advance, if possible)
	<input type="checkbox"/>	Arrange for shipment of any materials back to EOTA