

5. Prepare to implement and sustain the curriculum

Importance

The impact of mastering these competencies is that you:

- Implement the curriculum successfully
- Prepare participants to transition easily from a previous curriculum to the new curriculum
- Maintain and sustain the curriculum over time

Supporting competencies and tasks

These tasks contribute to mastery of the supporting competencies (in bold). Put a check mark next to each task or subtask within the supporting competency as you complete it:

5a	Plan for implementation of the curriculum
<input type="checkbox"/>	Determine scope, budget, and timeline for implementation
<input type="checkbox"/>	Plan for the organizational structure and resources required to deliver and manage the curriculum
<input type="checkbox"/>	Plan for staged implementation, considering when various components should become available
<input type="checkbox"/>	Plan for transition of those who have started an earlier version of the curriculum but have not yet finished
<input type="checkbox"/>	Determine when and how to end use of the previous curriculum, if relevant
<input type="checkbox"/>	Plan for technical and administrative support for the curriculum (for example, in-person support for self-study components or training and support of facilitators)
<input type="checkbox"/>	Advise on communications and marketing activities to promote the curriculum
<input type="checkbox"/>	Test technology and other logistics
5b	Plan for validation of the curriculum
<input type="checkbox"/>	Determine what components of design and materials need validation
<input type="checkbox"/>	Determine approach for validation (for example, small group validation, full group pilot)
<input type="checkbox"/>	Determine the appropriate mix of stakeholders to validate the curriculum and detailed content
<input type="checkbox"/>	Plan for revising components based on results of the validation
5c	Plan for evaluating both the components and the curriculum as a whole
<input type="checkbox"/>	Determine method to evaluate participants' reactions
<input type="checkbox"/>	Determine method to evaluate participants' comprehension or learning
<input type="checkbox"/>	Determine method to evaluate participants' transfer (application) of learning
<input type="checkbox"/>	Determine method to evaluate the impact of the curriculum on business goals

5d Plan for maintaining the curriculum

- ▶ Plan how and when to update curriculum
- ▶ Plan how the curriculum can evolve based on needs of the client’s business and needs of participants
- ▶ Establish roles and responsibilities for maintaining the curriculum

Key outputs and assessment criteria

Mastering these competencies typically involves the following outputs. The assessment criteria indicate what would make the output appear to be high in quality.

KEY OUTPUTS	ASSESSMENT CRITERIA
Implementation plan	Includes rationale for approach, resources required, budget, and comprehensive list of activities and timing, with clear roles and responsibilities
	Addresses needs and concerns of client and other stakeholders
	Addresses transition from the previous to the new curriculum, if relevant
	Addresses providing technical and administrative support for the new curriculum to both participants and trainers/facilitators
	Includes proposals for announcing and promoting the new curriculum
	Addresses validation of components and the curriculum as a whole
	Is approved by client
Maintenance plan	Addresses ongoing maintenance of content
	Addresses how to effectively integrate additions to the curriculum
	Is approved by client