

Enterprise Platform Release Training Curriculum Plan

Organizational Change Management • Instructional Design Strategy • Blended Learning Ecosystem

Document Type	Release	Status	Methodology
Training Curriculum Plan	Enterprise Platform Release 2	Final	ADDIE / SAT-Aligned

PURPOSE

This Training Curriculum Plan documents the instructional design strategy, module architecture, learning objectives, and delivery approach for an enterprise platform transformation affecting Legal, Supply, and Internal Business Partner audiences. The plan was developed following a comprehensive Training Needs Analysis (TNA) and is fully aligned with the organization's Systematic Approach to Training (SAT) framework.

Performance Context: This curriculum was designed in response to a platform migration that fundamentally changed how Legal and Supply teams initiate, track, and manage contracts. Pre-training analysis revealed that without targeted intervention, adoption rates would be low and user error rates high — directly impacting operational efficiency and compliance timelines. The curriculum was designed to **close that performance gap before go-live**.

ADDIE/SAT DESIGN PROCESS

A	D	D	I	E
Analyze	Design	Develop	Implement	Evaluate
TNA, DIF analysis, stakeholder & audience analysis. Identified knowledge gaps, role-based impacts, and delivery constraints.	Learning objectives mapped to performance outcomes. Module architecture, flow, and assessment strategy designed.	VILT materials, facilitator guides, scenario walkthroughs, knowledge checks, and job aids created.	Training delivered via Virtual ILT. LMS enrollment managed. Change champions engaged for reinforcement.	SAT-aligned evaluation matrix defined. Post-training surveys and performance metrics tracked via Power BI.

AUDIENCE ANALYSIS

Audience Group	Role in Process	Impact Level	Primary Training Need
Legal Teams	Contract initiation, review & approval	HIGH	End-to-end workflow; approval routing; system navigation
Supply Teams	Supplier onboarding, contract execution	HIGH	Supplier portal; contract lifecycle; change scenarios
Internal Business Partners	MSA access; internal requests	MEDIUM	Process awareness; request submission; status tracking

CURRICULUM ARCHITECTURE

MODULE 01		30 min
PERFORMANCE OBJECTIVE Learners will articulate the key changes introduced in this release, identify how their role is affected, and demonstrate readiness to adopt the new system workflow. DELIVERY METHOD Virtual Instructor-Led Training (VILT) 30 minutes	TOPICS COVERED ◆ What is changing and why — business drivers and platform benefits ◆ Role-based impact overview: Legal, Supply, and Internal Partners ◆ ADKAR framing: Building Awareness and Desire for change ◆ Q&A; and concern facilitation with change champions	
MODULE 02		30 min

PERFORMANCE OBJECTIVE Learners will successfully navigate the platform for their role-specific workflows, apply the new process steps, and identify the correct escalation path when issues arise. DELIVERY METHOD Virtual Instructor-Led Training (VILT) 30 minutes + Practice	TOPICS COVERED ◆ System login and dashboard navigation ◆ Contract initiation, routing, and approval workflow ◆ Role-differentiated scenario walkthroughs (Legal vs. Supply) ◆ Knowledge check: Correct-path decision scenarios ◆ Job aid reference and performance support tools
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PERFORMANCE OUTCOMES & SUCCESS CRITERIA

Competency-Based	Behavioral Transfer	Adoption Rate	Satisfaction
Learners demonstrate correct process navigation in role-based walkthroughs with ≥80% accuracy on knowledge checks.	Learners independently complete their first live transaction within 5 business days of training, with job aid support.	≥85% of trained users complete their first platform action within the first billing cycle post-go-live.	Post-training survey target: ≥4.0/5.0 overall confidence and content clarity ratings across all audience groups.

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