

# IFSS RLTS Implementation Plan

## Planned Activities and Deliverables

### Funding Year 2024 Activities

Stakeholder “50-State” Kick-Off Call (official launch of Strategic Plan, Implementation Plan, Website, Promotional Video, Infographics, etc.)
Develop and clear Regulatory and Laboratory Training System (RLTS) Steering Committee charter
Stand up Advisory Committees
Create RLTS learning resource intake and alignment review forms
Review and finalize draft RLTS standards and policies for SC review and clearance
Prioritize inventory of FDA Office of Education Development (OTED) courses for gap analysis against RLTS standards
Conduct pilot gap analysis for 1 – 3 FDA OTED courses to determine alignment with draft RLTS standards
Redesign prioritized FDA OTED courses to address gaps identified in gap analysis (as bandwidth permits)
Create business plan supporting the funding and activities of the National Coordination Center (NCC) & final recommended governance structure
Evaluate existing training needs assessment tools/processes and make recommendations
Launch feasibility study for RLTS Learning Management System (LMS)
Initiate feasibility study regarding benefit & cost of an IFSS RLTS Learning Management System (LMS)
Create and post Notice of Funding Opportunity (NOFO), award cooperative agreement, and establish Private-Public Partnership (PPP) for National Coordination Center (NCC)

### Funding Year 2025 Activities (Carried out by the National Coordination Center)

Approve NCC Business Plan & Final RLTS Governance Structure
Transition from temporary to permanent governance structure including NCC
Officially stand up NCC
Pilot new training needs assessment method(s)
Launch pilot to review stakeholder partner courses for alignment with RLTS standards
Launch IFSS RLTS LMS (include all FDA OTED courses that meet NCS & stakeholder partner courses once deemed equivalent)
Create FY26 training plan (work plan) (includes FDA OTED and IFSS partner courses)