Federated Insurance

Salary and Performance Management System Training Plan

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* **Introduction:**

The purpose of this document is to provide a plan for training staff, supervisors, and management on using the Salary and Performance Management System Application. This document will further cover the data needs of the training, and the environment in which the training will take place.

* **Who we are training and the environment**

In this training we will be training end-users. This includes the staff, supervisors, and upper management of Federated Insurance. Each level of user will need different modules to be trained in. The environment for the training will include 10 computers with functional keyboards, mice, and monitors. The training will also go over mobile devices, so users should have a phone or should be provided a smart phone or tablet. For this case, we will need 10 smart phones or tables for users to train on. Each computer must be able to handle a web browser such as Microsoft Edge, Google Chrome, or Firefox. The mobile devices need to handle downloading an application that totals to 1GB. The environment will also need proper seating and a projector as a guide for the users. During the training, sample data will be provided for users while training.

* **When and what we plan to train**

We plan on training staff in groups of 10, in a classroom type setting. Each training should only take 10 minutes and will go over how to log into the system, and how to view performance and salary actuals of the system. The training will further cover how to contact support if they have any issues. We are planning on training staff twice a day, five days a week until the entire staff is trained. We plan on training supervisors separately from the staff, in groups of 4. The trainings will take approximately 30 minutes per session, and there will be 2 sessions a day 5 times a day until the supervisors are all trained. Supervisors will need training on how to view salary actuals and projections, as well as performance actuals and projections. Supervisors will also need training on updating salary projections and actuals, as well as updating performance projections and actuals. Upper management will be trained in a group of 10 people once a day until all upper management is trained. Each training will only take 10 minutes. Upper management will need training on how to implement the budget into the system, as well as the approval system that is needed for supervisors.