Shay Walker April 16, 2019

Software Engineering - Training Plan Professor Worth

**Training Plan**

Training will take place in two parts or stages as referred to in the Implementation Plan. The first stage will be to train the staff and faculty at Cairn University who will be using or involved with the project long-term. There will be three, hour-long sessions for instruction and a walkthrough of the application and another hour-long session for the database aspects and maintenance of the CairnConnect application. Cairn University will be providing incentives for their employees for attending these sessions.

Stage 1: April 17 – April 24

Session 1: Overview of the purpose and function that the CairnConnect application provides Cairn University and its alumni, future visions and plans for the CairnConnect system, and a walkthrough of the Login and Sign up pages.

Session 2: Walkthrough of CairnConnect News page, help desk, and the donate and events links.

Session 3: Walkthrough of CairnConnect Search Results page, Profile, Edit Profile.

Session 4: Walkthrough and explanation of database maintenance and its purpose.

\*User Manuals will be provided for each staff member and will be used in each session.

Stage 2: April 24 – May 8

For the purpose of training users on the new application, web seminars will be hosted by the trained Cairn Faculty and Staff as well as members of the CairnConnect team. Emails will be sent out advertising the application as well as the link, dates, and times of the webinars. The User Manual will also be posted by Cairn University on its website and it will be included in promotional emails that are sent out. Surveys will also be sent out to gather data on what users think and feel about the CairnConnect application, as well as any issues or defects that need to be resolved before the implementation in December.

Web Seminar 1: Walkthrough of how to sign up for CairnConnect.

Web Seminar 2: Walkthrough of the tabs and pages located in the Navigation bar, including News, Search, Donate, Events, and Help desk pages.

Web Seminar 3: Live Questions and Answers session.

Upon the conclusion of these events, the Training required for CairnConnect will be complete.