Zachary Maier

Assignment 11

Earth Friendly Babies

**1. Training Schedule:**

Since only two people can be released from work at a time for training and no more than two training sessions can be conducted each day, we'll schedule training for each employee in three-hour sessions over three days. The training schedule for all employees will be as follows:

Employee 1:

Day 1: Morning Session (9:00 AM - 12:00 PM)

Day 2: Afternoon Session (1:00 PM - 4:00 PM)

Day 3: Morning Session (9:00 AM - 12:00 PM)

Employee 2:

Day 1: Afternoon Session (1:0A0 PM - 4:00 PM)

Day 2: Morning Session (9:00 AM - 12:00 PM)

Day 3: Afternoon Session (1:00 PM - 4:00 PM)

Employee 3:

Day 4: Morning Session (9:00 AM - 12:00 PM)

Day 5: Afternoon Session (1:00 PM - 4:00 PM)

Day 6: Morning Session (9:00 AM - 12:00 PM)

Employee 4:

Day 4: Afternoon Session (1:00 PM - 4:00 PM)

Day 5: Morning Session (9:00 AM - 12:00 PM)

Day 6: Afternoon Session (1:00 PM - 4:00 PM)

Employee 5:

Day 7: Morning Session (9:00 AM - 12:00 PM)

Day 8: Afternoon Session (1:00 PM - 4:00 PM)

Day 9: Morning Session (9:00 AM - 12:00 PM)

**2. Training Budget:**

**Training Budget Formula:**

Trainer Cost: $150 per hour

Training Materials Development: 8 hours x $150/hour

Employee Cost: $25 per hour

Number of Employees: 5

Total Training Hours per Employee: 9 hours

Total Training Hours (5 employees): 45 hours

**Total** Trainer Cost:

Conducting Training: 45 hours x $150/hour

Developing Training Materials: 8 hours x $150/hour

**Total Employee Cost:**

5 employees x 9 hours x $25/hour

**Total Budget:**

Trainer Cost (Conducting): $150/hour x 45 hours

Trainer Cost (Development): $150/hour x 8 hours

Employee Cost: $25/hour x 5 employees x 9 hours

Budget Calculation:

Trainer Cost (Conducting): $150/hour x 45 hours = $6750

Trainer Cost (Development): $150/hour x 8 hours = $1200

Employee Cost: $25/hour x 5 employees x 9 hours = $1125

Total Budget:

Total Trainer Cost: $6750 + $1200 = $7950

Total Employee Cost: $1125

Total Budget: $9075

**3. Changeover Method Recommendation:**

Given the scope and scale of Earth Friendly Babies, a parallel changeover method would be the most appropriate.

Parallel Changeover:

Allows the old system and new system to run simultaneously for a period.

Minimizes risks associated with transitioning to the new system.

Employees can become familiar with the new system while still relying on the old system for critical operations.

If issues arise, the old system is there as a fallback.

Reasoning:

Earth Friendly Babies is a small business with limited resources and employees who have not used a system similar to the new one.

Parallel changeover minimizes disruption and risk, allowing the company to continue operations smoothly while adapting to the new system.

It's important for the company to maintain its service level during the transition, especially with the planned expansion to all 50 states.

**4. Post-Implementation Evaluation:**

Yes, Earth Friendly Babies should perform a post-implementation evaluation.

Post-implementation evaluation is essential for assessing the effectiveness of the new system and identifying any issues or areas for improvement.

It allows the company to gather feedback from employees and users, which can be valuable for future system enhancements.

Given that the company is transitioning from manual processes to a new IS system, understanding how well the system meets their needs is crucial.

The evaluation should be performed internally by Earth Friendly Babies, possibly with the assistance of the consulting firm, as they have the expertise in system implementation and can provide valuable insights.