**Scope of Work**

* Keep training platform systems up to date according to requirement of program team
* Design & upload training material according to specifications detailed below\*
* Troubleshoot system errors
* Maintain activity log to back trace changes /edits etc.
* Backup data/site to ensure Disaster recovery.
* Monitor LMS availability, performance & security features
* Perform required software updates as verified updates become available
* Perform maintenance of the existing LMS application
* Perform system configuration changes & optimization, as required
* Modify LMS configuration, themes and code as needed
* Provide recommendations for improvements, including security enhancements
* Implement new themes, features & perform integration with 3rd party services as needed.
* Any other work assigned by CEO, HSTP and the program team.

**Detailed Program Requirements:**

1. **Application Phase-** Develop application form on a reliable & integrated softwareplatform from which information can be readily extracted for comparative analysis.
2. **Online Phase**

* Set up credentials for all users with appropriate levels of access
* Design, edit& upload training material (in all forms) under specified modules
* Record live lectures on Zoom, edit and upload on LMS as required.
* Manage course initiation and closure as specified Manage training content and assignments,
* Embed feedback forms and download responses
* Initiate the thread for discussion forum and other such interactive peer learning sessions on LMS and their maintenance
* Provide analytics for all trainees on specified indicators including Log reports to view cohort progress, timely release and closure of activities

1. **Face to Face Phase**

* Uploading content/material from F2F phase on LMS
* Provide required IT support during the period
* Continue to maintain LMS
* Create Reports & Analytics of the activities

1. **Implementation & Mentoring Phase**

* Recording, editing & uploading peer activity through Zoom
* Recording, editing & uploading workshops conducted through Zoom
* Set up credentials for all users with appropriate levels of access
* Continue to maintain LMS
* Create Reports & Analytics of the activities