**Online Training Project Plan**

**Introduction:**

The federal Family and Medical Leave Act (FMLA) is known as one of the most complex employment laws. In Wisconsin, the federal FMLA complexity has been compounded because Wisconsin also has a state family leave law which has some distinct differences from the federal law. Administering FMLA leave can be a legal minefield, because one mistake by an untrained HR representative could potentially create a serious liability for the organization.

It is important to note that DOC’s HR representatives do not need to know how to interpret the FMLA law. However, they do need to understand what the law is about and know what they need to do to be compliant when handling employee FMLA leave requests.

The business objectives for this training project are:

* Train HR representatives so they are equipped to make accurate and legally supported case-by-case FMLA decisions.
* Eliminate the imbalance of FMLA skills and knowledge among HR staff across the Department.
* Reduce legal liability for DOC.

**Course Name:** FMLA for the DOC Human Resources Professional

**Audience**:

Target audience: HR Managers, HR Coordinators, HR Assistants and other positions which hold primary responsibility for administering FMLA leave. Secondary audience: ER specialists and BPHR supervisors.

**Training Objective**:

Human Resources staff will learn how to administer the federal FMLA and Wisconsin Family Medical Leave Act (WFMLA) in the Department of Corrections.

Specific learning objectives are:

* Identify rights and protections eligible employees receive under the FMLA;
* Recognize similarities and differences between federal and state FMLA eligibility criteria and leave benefits;
* Determine employee eligibility;
* Identify timeliness standards for employer notification requirements in the FMLA regulations,
* Find and use important reference materials and job aids.

This training module will have a series of knowledge checks (quizzes) after each topic covered, as well as scenario-based final assessments where learners can demonstrate their skills and knowledge.

**Content:**

Existing Content: OSER HR Handbook Chapter 724, 2009 ODES FMLA PowerPoint, ODES guide sheets and memorandums, Regulations: FMLA (Title 29, Chapter V, Part 825 C.F.R.) and WFMLA (Section 103.10 Wis. Stats, Chapter DWD 225, Wis. Adm. Code).

**Project Team Members:**

The Subject Matter Experts (SME) working with the E-Learn Unit is:

\_\_\_\_\_\_\_\_\_\_, Equal Opportunity Program Specialist, Office of Diversity and Employee Services

The Training Center (TC) E-Learn Unit Developer assigned to this project (#63) is:

\_\_\_\_\_\_\_\_\_\_, Senior Staff Development Program Specialist, DOC Training Center

**Tasks and Responsibilities:**

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| **Task** | **Responsibility** | **Tentative Due Dates** |
| Draft training module outline/storyboard. | SME/TC | xx/xx/11 |
| Design module layout, navigation and branching. | TC | xx/xx/11 |
| Select photos, graphics, colors, fonts, etc. | TC | xx/xx/11 |
| Draft knowledge checks, quizzes, scenarios, etc. | SME/TC | xx/xx/11 |
| Draft final assessment. | SME/TC | xx/xx/11 |
| Create or provide job aids, resource documents, links to forms, etc. | TC | xx/xx/11 |
| Provide contact information (for questions after training). | SME | xx/xx/11 |
| Approve final course content and narration script. | SME/TC | xx/xx/11 |
| Record audio. | TC | xx/xx/12 |
| Edit audio. | TC | xx/xx/12 |
| Legal review/feedback/approval (course content) | Legal | xx/xx/12 |
| Test publishing. | TC | xx/xx/12 |
| User testing. | SME/TC | xx/xx/12 |
| Organizational announcement of training to staff (HR Directors, HR Coordinators, HR Assistants). | Division Administrator | xx/xx/12 |
| Publish course and create enrollment in LearnCenter. | TC | xx/xx/12 |

**Key Stakeholder Authorization:**

I agree to support the development, completion and deployment of the project as described in this project plan:

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(\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Director DOC Training Center)

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(\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Director Bureau of Personnel and Human Resources)

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(\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Administrator Division of Management Services)