Cairn Alumni Portal

Cairn University's School of Business
Software Engineering

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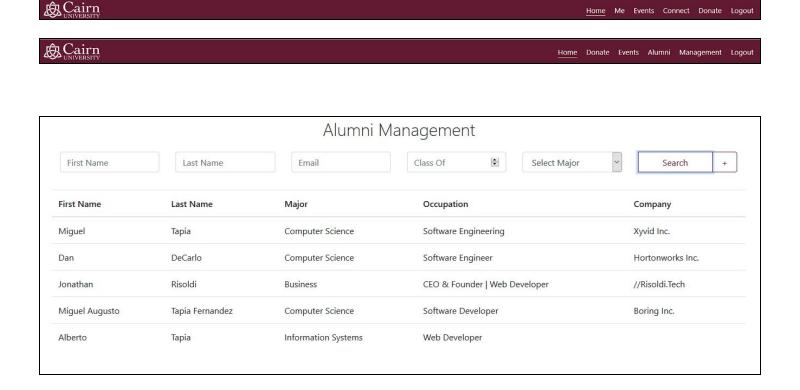**Project Training Plan**

April 15, 2020
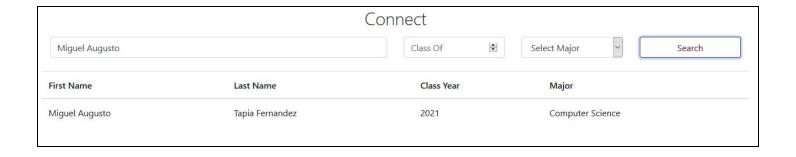
C.U Connect - Training

High-Level Administration

C.U Connect is an application that boasts about its simplicity yet training is still a necessity. The application has 4 main users which are the following: public users, administrators, alumni, and current students. Although all these users are important, the only users in need of training are alumni and administrators, since the other users have limited, very simple features. The training is not incredibly robust, as most of the features are intuitive and second nature.

Content

The content of the training focuses on the main modules accessible from the navigation menu. A developer of the application will outline each of the sections, for admin and alumni users, on a webinar seminar. The bulk of the webinar will set greater emphasis on the connect/messaging feature and alumni management feature, since these have a little more complexity and details than the other features.

Method

Although face to face training would be ideal, the development team decided to postpone this until further notice due to the current situations. Instead, there will be an hour long training webinar outline the main features for the aforementioned users. Each user should take about 30 minutes to complete.

Time to Train

Certainly, the training time may vary; however, the actual presentation or training should take no longer than 1 hour.