2014 TM Development Program Conference Call

TMRC Website

**Friday, May 30, 2014 • 9:30-10:30 A.M. EDT • (Final)**

|  |  |  |
| --- | --- | --- |
| **TT&E Attendees** | **RO Attendees** | **Camber Attendees** |
|  | Kathy Smith-Sasse | Jean Brantley |
|  |  | Dr. Ken Westerlund |
|  |  | Nanci Hughes |
|  |  |  |
|  |  |  |

**DISCUSSION ITEMS**

Team reviewed Action Items from last TMRC conference call on 5/23/14:

**Action Items for TT&E:**

* N/A

**Action Items for Camber:**

* Jean will email Raven to verify release date of TMRC Version 2.0.
  + (Complete) – Expected release date was May 29th for TMRC Version 2.0, and was released on this date.

**DISCUSSION ITEMS - TMRC 5/30/14**

1. Team discussed Version 2.0 of TMRC

<https://www.ttande.org/VBATMRC>

* Team agreed that the site looks good
* The tabular format for TM Resource page will be used in the next version
* Team discussed the meaning of 2.0.a version. The “a” in the Version number is for the programmers so they can keep up with internal changes.

1. FAQ’s: Team discussed that they will need clarification from the May TM call regarding an answer to the FAQ that was asked. Kathy has not heard anything about an answer.
   * Jean will follow up with Compensation Services and the Academy. We will add to the FAQ’s once we receive the answer.
   * Team discussed that the FAQ’s should not be time sensitive. Where do we post information that needs to get out quickly. How long does it take for the programmers to update the website. Team discussed that if it is general information, it could be within a week; if it is a major item, it could take more time to update. Additionally, if it is an urgent item we could do special out-of-cycle updates to the TMRC.
2. Team discussed the list for priorities for the TMRC:
   1. TM Resources page
   2. Calendar page (to populate)
   3. FAQ’s page
   4. TM Training page (this would not involve programmers; would mainly need ISDs)
3. Team discussed setting up Action Items for the TM Support Team to complete, and include due dates.
   * Creating Processes and Procedures for Calendar page, What’s New page, FAQ page and Champion’s Corner page.
4. Kathy and Jean discussed the chart that Kathy created that might be on the TMRC when finished. This is a quick reference for mandatory training where it could be placed under TM Resources, as well as things that would affect all employees.
5. Team discussed a calendar App (this will take a while to develop). Suggestions for this calendar are as follows:
   * Calendar could post TM Monthly Conference Calls, agenda and link.
   * TM Summer Learning Events could be on this page.
   * Jean could set up a Lync meeting for the rest of the year for the TM Monthly Conference Calls.
   * Link to archives where you could see minutes from TM Monthly Conference Calls.
   * Skills Certification test dates-- we should post dates for the entire year on the calendar.
6. Discussion about processes and procedures:
   * Team discussed whether we need to develop processes/procedures. We would include Raven and Ariadna on these discussions, as we can’t make decisions, but can make recommendations.
   * Some of the processes/procedures would be for the Calendar page, What’s New page, FAQ page, and Champion’s Corner (which is part of the TM Resources page).
7. Team brainstormed ideas for Champion’s Corner.
   * Have Champion’s Corner go to its own page.
   * Index Champion’s Corner content.
   * Have TM Support Team discuss and decide on format for accessing Champion’s Corner information.
   * Data Fields for TM’s, (if they need this).
   * Programmers could build a front end and back end, so TMs could submit information or ideas for Champion’s Corner and the TM Support Team will review before posting on the website.

**Action Items for TT&E:**

* Kathy will email Jean draft of VA’s Mandatory Training Chart she created. Jean and Kathy to discuss if this training could be used on the TM Training page.
* Kathy will review notes from her FAQ’s from her conference calls, to see if she has information that can be used to develop some FAQs. On June 6th she will advise team.

**Action Items for Camber:**

* Ken to discuss Data Fields that are needed for the Champions Corner with Jean by June 6th.
* Ken to discuss with programmers options and timeframe for the Calendar page. Will advise team on June 6th.
* Jean to contact Comp Services and the Academy (Lynne Patrick, Greg Cross, and/or Laura Theiss) to get clarification and expectations of ROs for new employees going through IWT. Jean will see if this can be turned into an item for the FAQ page and Jean will advise team of her findings on June 6th.

|  |
| --- |
| **TM Development Program Conference call (TMRC Website) •Friday**  **NEW Lync Meeting Information**  Conference Call Number: 1-855-767-1051• Conference ID: 68416640#  <https://meet.RTC.VA.GOV/kathy.smith-sasse/PJ68N9VY>  *Next 2014 TMRC Call will be:* ***Friday, June 6, 2014 at 9:30 a.m. EDT*** |