# On-Site User Training & System Validation Program

## BGF-AMS Pilot Deployment at Five Schools

## Executive Summary

This document outlines the comprehensive training and validation program for the BGF Agricultural Management System (BGF-AMS) deployment at five pilot schools. The program combines hands-on user training, system validation, and structured feedback collection to ensure successful adoption and identify any implementation challenges before full-scale rollout.

**Program Duration**: 5 days (1 day per school) **Target Users**: Farm managers, administrators, and field workers at pilot schools **Primary Focus**: Tillage Management, Farm Management, Crop Tracking, and Reporting

## Program Objectives

### Primary Objectives

1. **User Proficiency**: Train end users to effectively navigate and utilize core system functionalities
2. **System Validation**: Validate system performance and usability in real-world operational environments
3. **Feedback Collection**: Gather authentic user feedback on usability, performance, and feature relevance
4. **Issue Identification**: Identify practical implementation challenges and data migration issues
5. **User Adoption**: Ensure user buy-in and confidence in the system before full-scale deployment

### Success Metrics

* 90% of trained users can independently perform core tasks
* All critical system functions validated with real operational data
* Comprehensive feedback collected from at least 80% of participants
* All critical issues identified and documented for resolution
* User satisfaction score of 4/5 or higher

## Pilot School Selection Criteria

### Selected Schools

1. **School A** - [Name/Location]
2. **School B** - [Name/Location]
3. **School C** - [Name/Location]
4. **School D** - [Name/Location]
5. **School E** - [Name/Location]

### Selection Criteria

* Representative of typical agricultural education institution
* Varied farm sizes and crop types for diverse testing scenarios
* Mix of technical proficiency levels among users
* Existing tillage program operations
* Commitment to providing honest feedback and participation

## Training Program Structure

### Day Schedule Template (Per School)

#### Morning Session (8:00 AM - 12:00 PM)

**8:00 - 8:30 AM: Welcome & Introduction** - Program overview and objectives - System overview and benefits - User role assignments - Equipment setup verification

**8:30 - 9:30 AM: Module 1 - System Access & Navigation** - User login and authentication - Dashboard overview - Navigation menu structure - Profile management - Basic system settings

**9:30 - 10:30 AM: Module 2 - Farm Management** - Viewing farm information - Understanding farm profiles - Farm location and GPS data - Infrastructure documentation - Hands-on: Navigate assigned farm(s)

**10:30 - 10:45 AM: Break**

**10:45 - 12:00 PM: Module 3 - Field Management** - Creating and managing fields - Field boundaries and GPS mapping - Soil type and characteristics - Field status management - Hands-on: Create/edit field records

#### Lunch Break (12:00 - 1:00 PM)

#### Afternoon Session (1:00 - 5:00 PM)

**1:00 - 2:00 PM: Module 4 - Tillage Program Management** - Creating tillage programs - Program planning and scheduling - Tracking tillage services - Recording hectares tilled - Service provider management - Hands-on: Create sample tillage program

**2:00 - 3:00 PM: Module 5 - Crop Management & Tracking** - Crop database overview - Assigning crops to fields - Planting date recording - Harvest planning - Crop rotation tracking - Hands-on: Create field-crop assignments

**3:00 - 3:15 PM: Break**

**3:15 - 4:00 PM: Module 6 - Reporting & Analytics** - Tillage dashboard overview - Generating reports - Excel export functionality - Statistics and analytics - Hands-on: Generate farm reports

**4:00 - 4:30 PM: Module 7 - Real Data Entry Practice** - Guided session using actual school farm data - Data migration from existing records - Troubleshooting common issues - Q&A session

**4:30 - 5:00 PM: Feedback Collection & Wrap-up** - Feedback survey completion - Open discussion and suggestions - Issue documentation - Next steps and support information

## Core Training Modules

### Module 1: System Access & Navigation (60 minutes)

**Learning Objectives:** - Successfully log into the system - Navigate the main interface - Understand user roles and permissions - Locate key features and functions

**Topics Covered:** - Login process and password management - Dashboard layout and components - Navigation menu structure - User profile and settings - Help and support resources

**Hands-on Exercise:** - Log in with assigned credentials - Navigate to different sections - Update profile information - Explore dashboard features

**Validation Points:** - Login successful on first attempt - User can locate all main menu items - User understands their role and permissions

### Module 2: Farm Management (60 minutes)

**Learning Objectives:** - View and understand farm profiles - Navigate farm information sections - Understand farm characteristics and infrastructure - Locate GPS coordinates and mapping features

**Topics Covered:** - Farm profile overview - Land details (size, arable land, cleared land) - Infrastructure and equipment - GPS coordinates and location data - Farm types and classifications - Water sources and irrigation

**Hands-on Exercise:** - Navigate to assigned farm - Review all farm information sections - Identify key farm characteristics - Locate farm on map

**Validation Points:** - User can access farm information - User understands all farm data fields - User can locate farm on map

### Module 3: Field Management (75 minutes)

**Learning Objectives:** - Create new field records - Edit existing field information - Define field boundaries - Manage field status

**Topics Covered:** - Creating new fields - Field attributes (name, size, soil type) - GPS boundary definition - Field status management - Field visualization on maps

**Hands-on Exercise:** - Create a new field record - Edit an existing field - Define field boundaries (if GPS available) - Update field status

**Validation Points:** - User successfully creates field record - Field data is accurate and complete - User can edit and update fields - GPS boundaries captured correctly (if applicable)

### Module 4: Tillage Program Management (60 minutes)

**Learning Objectives:** - Create and manage tillage programs - Record tillage services - Track program progress - Generate tillage reports

**Topics Covered:** - Creating seasonal tillage programs - Program planning (dates, hectares, farms) - Recording tillage services - Tracking hectares tilled vs. planned - Service provider documentation - Cost tracking

**Hands-on Exercise:** - Create a tillage program for current season - Record a tillage service - Update program progress - View tillage dashboard

**Validation Points:** - User creates complete tillage program - Tillage service recorded accurately - Progress tracked correctly - User understands dashboard metrics

### Module 5: Crop Management & Tracking (60 minutes)

**Learning Objectives:** - Assign crops to fields - Record planting information - Track crop status - Plan harvest dates

**Topics Covered:** - Crop database and catalog - Field-crop assignments - Planting date recording - Expected harvest dates - Crop rotation planning - Yield planning

**Hands-on Exercise:** - Assign crop to a field - Record planting date - Set expected harvest date - View crop status

**Validation Points:** - Field-crop assignment successful - All required data captured - Dates and expectations logical - User understands crop tracking process

### Module 6: Reporting & Analytics (45 minutes)

**Learning Objectives:** - Access dashboards and reports - Generate standard reports - Export data to Excel - Interpret statistics and analytics

**Topics Covered:** - Dashboard navigation - Tillage dashboard metrics - Report generation - Excel export functionality - Statistics interpretation - Date range filtering

**Hands-on Exercise:** - Navigate to tillage dashboard - Generate a farm report - Export data to Excel - Interpret key metrics

**Validation Points:** - User can access all dashboards - Reports generated successfully - Excel export works correctly - User understands key metrics

### Module 7: Real Data Entry Practice (30 minutes)

**Learning Objectives:** - Apply all learned skills with actual data - Identify any data migration challenges - Troubleshoot common issues - Build confidence in system usage

**Topics Covered:** - Guided data entry session - Historical data migration - Data validation techniques - Common errors and solutions - Best practices

**Hands-on Exercise:** - Enter real farm data from existing records - Create actual tillage programs - Record historical services - Assign actual crops to fields

**Validation Points:** - Real data entered accurately - Migration issues identified - User comfortable with process - Data quality maintained

## System Validation Checklist

### Technical Validation

**Performance Testing** - [ ] System load time under 3 seconds - [ ] Page navigation responsive - [ ] Data entry forms load quickly - [ ] Reports generate in reasonable time - [ ] Excel export completes successfully - [ ] Map features load and display correctly - [ ] Search functions return results quickly

**Functionality Testing** - [ ] User login/authentication works - [ ] All navigation links functional - [ ] Forms submit successfully - [ ] Data saves correctly - [ ] Validation rules work properly - [ ] Error messages display appropriately - [ ] GPS features function (if available)

**Data Integrity Testing** - [ ] Data persists after entry - [ ] Updates reflect immediately - [ ] Relationships maintained (farm-field-crop) - [ ] Calculations accurate (hectares, totals) - [ ] Date validations work - [ ] Required fields enforced

**Browser Compatibility** - [ ] Chrome functionality - [ ] Firefox functionality - [ ] Safari functionality (if applicable) - [ ] Edge functionality (if applicable)

### Usability Validation

**Interface Assessment** - [ ] Navigation intuitive - [ ] Labels clear and understandable - [ ] Forms logically organized - [ ] Help text available where needed - [ ] Icons and buttons recognizable - [ ] Color scheme appropriate - [ ] Text readable

**User Experience** - [ ] Tasks completed without confusion - [ ] Minimal training required for basic tasks - [ ] Error recovery straightforward - [ ] Feedback messages helpful - [ ] Workflow logical - [ ] Overall satisfaction positive

### Feature Relevance Testing

**Core Features** - [ ] Farm management meets needs - [ ] Field management adequate - [ ] Tillage program features complete - [ ] Crop tracking suitable - [ ] Reporting meets requirements - [ ] Dashboard provides useful information

**Missing Features Identified** - List any critical missing features - Document requested enhancements - Note workarounds currently needed

## Feedback Collection Framework

### Feedback Collection Methods

#### 1. Pre-Training Survey

**Timing**: Before training begins **Purpose**: Establish baseline understanding and expectations

**Questions:** - Current experience with farm management systems - Current data management processes - Technical proficiency level - Expectations from BGF-AMS - Concerns about system adoption

#### 2. During Training Observations

**Timing**: Throughout the training day **Purpose**: Identify usability issues in real-time

**Observation Points:** - Tasks that cause confusion - Features that require repeated explanation - Common errors or mistakes - User frustration points - Particularly intuitive features - Speed of task completion

#### 3. Hands-on Exercise Feedback

**Timing**: After each module **Purpose**: Gather immediate feedback on specific features

**Rating Scale (1-5):** - Ease of use - Feature clarity - Usefulness - Performance

**Open Questions:** - What was confusing? - What worked well? - What would you change?

#### 4. End-of-Day Feedback Survey

**Timing**: End of training session **Purpose**: Comprehensive assessment of training and system

**Topics:** - Overall system usability (1-5) - Training quality and effectiveness (1-5) - Confidence in using system (1-5) - Likelihood to recommend (1-5) - Most useful features - Most confusing features - Missing features - Performance issues encountered - Suggestions for improvement

#### 5. Follow-up Survey

**Timing**: 1 week after training **Purpose**: Assess retention and real-world usage

**Questions:** - Have you used the system since training? - What tasks have you performed? - What challenges have you encountered? - What additional training would be helpful? - Overall satisfaction with system (1-5)

## Detailed Feedback Survey Template

### Section 1: User Information

* Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* School/Farm: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Years of experience in farm management: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Technical proficiency (1-5): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Section 2: System Usability (Rate 1-5, where 1=Very Difficult, 5=Very Easy)

**Navigation & Interface** - Overall system navigation: \_\_\_\_\_ - Finding needed features: \_\_\_\_\_ - Understanding menu structure: \_\_\_\_\_ - Dashboard clarity: \_\_\_\_\_ - Visual design and layout: \_\_\_\_\_

**Farm Management** - Viewing farm information: \_\_\_\_\_ - Understanding farm data: \_\_\_\_\_ - Locating farms on map: \_\_\_\_\_

**Field Management** - Creating new fields: \_\_\_\_\_ - Editing field information: \_\_\_\_\_ - Understanding field attributes: \_\_\_\_\_ - GPS boundary definition: \_\_\_\_\_

**Tillage Program Management** - Creating tillage programs: \_\_\_\_\_ - Recording tillage services: \_\_\_\_\_ - Tracking program progress: \_\_\_\_\_ - Understanding tillage dashboard: \_\_\_\_\_

**Crop Management** - Assigning crops to fields: \_\_\_\_\_ - Recording planting information: \_\_\_\_\_ - Tracking crop status: \_\_\_\_\_

**Reporting & Analytics** - Generating reports: \_\_\_\_\_ - Exporting to Excel: \_\_\_\_\_ - Understanding statistics: \_\_\_\_\_ - Dashboard usefulness: \_\_\_\_\_

### Section 3: Performance Assessment (Rate 1-5, where 1=Very Slow, 5=Very Fast)

* System load time: \_\_\_\_\_
* Page navigation speed: \_\_\_\_\_
* Form submission speed: \_\_\_\_\_
* Report generation speed: \_\_\_\_\_
* Data search speed: \_\_\_\_\_
* Overall system performance: \_\_\_\_\_

### Section 4: Feature Relevance (Rate 1-5, where 1=Not Useful, 5=Very Useful)

* Farm management features: \_\_\_\_\_
* Field management features: \_\_\_\_\_
* Tillage program features: \_\_\_\_\_
* Crop tracking features: \_\_\_\_\_
* Reporting features: \_\_\_\_\_
* Dashboard features: \_\_\_\_\_
* Map features: \_\_\_\_\_

### Section 5: Training Assessment (Rate 1-5, where 1=Poor, 5=Excellent)

* Training content quality: \_\_\_\_\_
* Trainer knowledge: \_\_\_\_\_
* Hands-on exercise effectiveness: \_\_\_\_\_
* Training materials quality: \_\_\_\_\_
* Training pace: \_\_\_\_\_
* Overall training experience: \_\_\_\_\_

### Section 6: Confidence Assessment (Rate 1-5, where 1=Not Confident, 5=Very Confident)

After this training, how confident are you in: - Logging in and navigating the system: \_\_\_\_\_ - Managing farm information: \_\_\_\_\_ - Managing field information: \_\_\_\_\_ - Creating tillage programs: \_\_\_\_\_ - Recording tillage services: \_\_\_\_\_ - Assigning crops to fields: \_\_\_\_\_ - Generating reports: \_\_\_\_\_ - Using the system independently: \_\_\_\_\_

### Section 7: Open-Ended Feedback

**What features did you find most useful?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**What features did you find most confusing or difficult?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**What features are missing that you need?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**What specific challenges did you encounter?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**What would you change about the system?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**What additional training or support would be helpful?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Any other comments or suggestions?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Section 8: Overall Assessment

**Overall system satisfaction (1-5):** \_\_\_\_\_

**Would you recommend this system to other schools? (Yes/No):** \_\_\_\_\_

**Are you ready to use this system for your farm operations? (Yes/No/Need more training):** \_\_\_\_\_

## Issue Tracking & Documentation

### Issue Classification

**Priority Levels:** - **Critical**: System unusable or data loss risk - **High**: Major functionality broken or severely impaired - **Medium**: Feature not working as expected but workaround available - **Low**: Minor inconvenience or cosmetic issue

**Issue Categories:** - Technical/Performance - Usability/UX - Feature Request - Data Migration - Training/Documentation - Integration/Compatibility

### Issue Documentation Template

**Issue ID:** [Auto-generated] **Date Reported:** [Date] **School:** [School Name] **Reported By:** [User Name & Role] **Priority:** [Critical/High/Medium/Low] **Category:** [Category]

**Issue Title:** [Brief descriptive title]

**Description:** [Detailed description of the issue]

**Steps to Reproduce:** 1. [Step 1] 2. [Step 2] 3. [Step 3]

**Expected Behavior:** [What should happen]

**Actual Behavior:** [What actually happened]

**Impact:** [How this affects users/operations]

**Workaround:** [Temporary solution if available]

**Screenshots/Evidence:** [Attach if applicable]

**Resolution Status:** [Open/In Progress/Resolved/Closed] **Assigned To:** [Developer/Team] **Target Resolution Date:** [Date] **Actual Resolution Date:** [Date] **Resolution Notes:** [How it was fixed]

## Data Migration Support

### Data Migration Process

**Pre-Migration Preparation** 1. Identify all data sources (Excel, paper records, existing systems) 2. Assess data quality and completeness 3. Create data mapping template 4. Validate data formats 5. Create backup of existing data

**Migration Steps** 1. Farm basic information 2. Field records 3. Historical crop data 4. Tillage program history 5. Service records 6. Validation and verification

**Migration Challenges to Watch For** - Incomplete historical records - Inconsistent data formats - Missing GPS coordinates - Date format variations - Unit of measure discrepancies - Duplicate records

### Migration Support Checklist

* Data sources identified and collected
* Data quality assessment completed
* Data mapping template created
* Sample data migration tested
* Data validation rules defined
* Backup created
* Migration plan approved
* Farm data migrated
* Field data migrated
* Crop history migrated
* Tillage records migrated
* Data verification completed
* User validation obtained
* Issues documented and resolved

## Training Materials & Resources

### Pre-Training Materials (Sent 1 Week Before)

1. **Welcome Email**
   * Training date, time, and location
   * What to bring (existing records, laptop if available)
   * Pre-training survey link
   * System overview document
2. **System Overview Document**
   * BGF-AMS feature summary
   * Benefits for schools
   * User roles and responsibilities
   * Support contact information
3. **Pre-Training Survey**
   * Current process assessment
   * Technical proficiency
   * Expectations and concerns

### Training Day Materials

1. **Participant Handbook** (Printed)
   * System overview
   * Step-by-step guides for each module
   * Screenshots and examples
   * Quick reference cards
   * FAQ section
   * Support information
2. **Trainer Guide**
   * Detailed lesson plans
   * Timing guidelines
   * Common issues and solutions
   * Assessment criteria
   * Feedback collection procedures
3. **Hands-on Exercise Workbooks**
   * Practice scenarios
   * Sample data for entry
   * Step-by-step instructions
   * Validation checklists
4. **Quick Reference Cards** (Laminated)
   * Login instructions
   * Common tasks cheat sheet
   * Navigation shortcuts
   * Key contacts

### Post-Training Materials

1. **User Guide** (Digital & Printed)
   * Comprehensive system documentation
   * Feature-by-feature instructions
   * Troubleshooting guide
   * Best practices
2. **Video Tutorials** (If available)
   * Key task demonstrations
   * Common workflows
   * Tips and tricks
3. **Support Resources**
   * Help desk contact information
   * FAQ document
   * Common issues and solutions
   * Update notifications process

## Support & Follow-up Plan

### Immediate Support (During Training)

* Trainer on-site for full day
* Technical support team on standby
* Issue tracking in real-time
* Immediate resolution of critical issues

### Post-Training Support (Week 1-2)

* Daily check-in calls with each school
* Remote support available 8 AM - 5 PM
* Rapid response to issues (within 4 hours)
* Follow-up visit if needed

### Ongoing Support (Weeks 3-4)

* Weekly check-in calls
* Remote support during business hours
* Issue tracking and resolution
* Additional training as needed

### Long-term Support

* Monthly check-in calls
* Quarterly review meetings
* System updates and enhancements
* Continuous improvement based on feedback

### Support Contact Information

**Help Desk** - Email: support@bgf-ams.com - Phone: [Support Number] - Hours: Monday-Friday, 8 AM - 5 PM

**Trainer Contacts** - Lead Trainer: [Name & Contact] - Technical Support: [Name & Contact] - System Administrator: [Name & Contact]

## Risk Management

### Identified Risks & Mitigation Strategies

**Risk 1: Low User Technical Proficiency** - **Mitigation**: Extra hands-on practice time, simplified training materials, patient instruction - **Contingency**: Additional follow-up training sessions

**Risk 2: Internet Connectivity Issues** - **Mitigation**: Test connectivity before training, have mobile hotspot backup - **Contingency**: Offline training materials, rescheduling if necessary

**Risk 3: Insufficient Historical Data for Migration** - **Mitigation**: Pre-training data collection, simplified migration approach - **Contingency**: Start fresh with current season data

**Risk 4: Resistance to Change** - **Mitigation**: Emphasize benefits, show efficiency gains, address concerns openly - **Contingency**: Executive stakeholder support, phased adoption

**Risk 5: System Performance Issues** - **Mitigation**: Pre-deployment testing, system optimization - **Contingency**: Technical team on standby, rapid issue resolution

**Risk 6: Inadequate Time for Training** - **Mitigation**: Prioritize core features, focus on most common tasks - **Contingency**: Schedule follow-up training sessions

## Success Criteria & Evaluation

### Training Success Criteria

**User Proficiency** - ✓ 90% of users can log in independently - ✓ 90% can create/edit farm records - ✓ 90% can create/edit field records - ✓ 85% can create tillage programs - ✓ 85% can record tillage services - ✓ 85% can assign crops to fields - ✓ 80% can generate reports

**System Validation** - ✓ All core features functional - ✓ No critical bugs identified - ✓ Performance meets standards - ✓ Data integrity maintained - ✓ Integration points verified

**User Satisfaction** - ✓ Average satisfaction rating ≥ 4/5 - ✓ 80% of users confident using system - ✓ 75% ready to use system independently - ✓ 70% would recommend to others

**Feedback Collection** - ✓ Feedback collected from 80% of participants - ✓ All critical issues documented - ✓ Enhancement requests catalogued - ✓ User suggestions recorded

### Evaluation Timeline

**Immediate (End of Training Day)** - Training completion rate - Immediate feedback survey results - Issue count and severity - User confidence assessment

**Short-term (1 Week Post-Training)** - System usage statistics - Follow-up survey results - Support request volume - Issue resolution rate

**Medium-term (1 Month Post-Training)** - Active user percentage - Feature adoption rate - User satisfaction trends - System performance metrics

## Pilot Program Timeline

### Pre-Pilot Phase (2 Weeks Before)

**Week 1:** - Finalize pilot school selection - Send welcome emails and pre-training materials - Collect pre-training surveys - Prepare training materials - Set up test accounts for each school - Conduct trainer preparation

**Week 2:** - Coordinate logistics with each school - Confirm training dates and times - Verify internet connectivity at each location - Pre-load sample data - Final equipment and materials check

### Pilot Phase (5 Days)

**Day 1: School A** - On-site training - System validation - Feedback collection - Issue documentation

**Day 2: School B** - On-site training - System validation - Feedback collection - Issue documentation

**Day 3: School C** - On-site training - System validation - Feedback collection - Issue documentation

**Day 4: School D** - On-site training - System validation - Feedback collection - Issue documentation

**Day 5: School E** - On-site training - System validation - Feedback collection - Issue documentation

### Post-Pilot Phase (4 Weeks After)

**Week 1:** - Daily check-ins with all schools - Issue resolution - Follow-up support - Week 1 survey

**Week 2:** - Continued support - Additional training as needed - Data migration assistance - Feedback analysis begins

**Week 3:** - Weekly check-ins - System optimization based on feedback - Documentation updates - Support pattern analysis

**Week 4:** - Final follow-up survey - Comprehensive feedback analysis - Success metrics evaluation - Final report preparation

## Deliverables

### Training Deliverables

1. **Participant Handbook** (Printed & Digital)
2. **Quick Reference Cards** (Laminated)
3. **Video Tutorials** (Digital)
4. **User Guide** (Comprehensive)
5. **Training Certificates** (For participants)

### Validation Deliverables

1. **System Validation Report**
   * Performance test results
   * Functionality verification
   * Browser compatibility results
   * Data integrity checks
2. **Issue Log**
   * All identified issues
   * Priority and category
   * Resolution status
   * Timeline for fixes

### Feedback Deliverables

1. **Consolidated Feedback Report**
   * Survey results analysis
   * User satisfaction metrics
   * Feature relevance assessment
   * Usability findings
2. **User Testimonials**
   * Quotes from participants
   * Success stories
   * Use case examples
3. **Enhancement Recommendations**
   * Prioritized feature requests
   * Usability improvements
   * Performance optimizations

### Final Report

**Pilot Program Summary Report** including: - Executive summary - Training outcomes and metrics - System validation results - Comprehensive feedback analysis - Issue summary and resolution plan - Recommendations for full rollout - Lessons learned - Next steps

## Budget Considerations

### Training Costs (Per School)

**Personnel** - Lead trainer: 1 day - Technical support: 1 day - Coordinator: 0.5 day

**Materials** - Printed handbooks: 10 copies - Quick reference cards: 15 copies - Training supplies

**Logistics** - Travel expenses - Accommodation (if needed) - Meals for training team

**Technology** - Internet connectivity backup - Equipment (if needed)

### Total Pilot Program Budget

**Direct Costs** - Training delivery (5 schools × 1 day) - Materials production - Travel and logistics - Technical support

**Indirect Costs** - Program coordination - Materials development - Reporting and analysis - Follow-up support

## Appendices

### Appendix A: Training Schedule Template

[Detailed daily schedule for each school]

### Appendix B: Feedback Survey Forms

[Complete survey forms with all questions]

### Appendix C: Issue Tracking Templates

[Issue logging and tracking forms]

### Appendix D: Data Migration Templates

[Data collection and mapping templates]

### Appendix E: Success Metrics Dashboard

[Metrics tracking and visualization]

### Appendix F: Support Contact List

[Complete contact information for support team]

### Appendix G: Pre-Training Checklist

[Equipment, materials, and logistics checklist]

### Appendix H: Post-Training Checklist

[Follow-up tasks and deliverables checklist]

## Contact Information

**Program Coordinator** Name: [Name] Email: [Email] Phone: [Phone]

**Lead Trainer** Name: [Name] Email: [Email] Phone: [Phone]

**Technical Support** Email: support@bgf-ams.com Phone: [Support Phone]

**Project Manager** Name: [Name] Email: [Email] Phone: [Phone]

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