

1 Deliverable Description

ID and Title: D-22 Training Materials

Description: The training materials will include items used to conduct the training sessions for the System which will help ensure that training objectives are met. These materials can include presentations, demonstrations, activities, handouts, and other required documentation. These materials must also include training plans, evaluation materials, and training maintenance and support plans. An electronic copy of all training materials must be provided.

2 Content

Content Item	Description
1. Train the Trainer curriculum.	Train the trainer curriculum for the State of Vermont. The SOV will provide adequate and appropriately skilled staff to serve in the role as Trainers.
2. Training materials as described in the training plan.	Training materials to be employed in the training which could include workbooks, handouts, evaluative materials, and a training System if employed.
3. Online help files.	Training Materials should be incorporated into the system as online help files accessible to users online.
4. Training material handouts.	Each individual trainee should receive a copy of the training materials.

3 Development and Review Plan

Approver: Lindsey Tucker

Reviewer(s): Maureen Connolly, Justin Tease, Dana Houlihan, Les Birnbaum, Tena Perrelli, Greg Paradiso, Margot Thistle, Sean Sheehan, Michael Moery, Nicole Weidman, Gartner

Work plan tasks:

Task Name	Start	Finish
Training Development	Thu 4/18/13	Mon 10/21/13
Design Training	Thu 4/18/13	Thu 6/13/13
Develop Training - Preliminary	Fri 6/14/13	Thu 6/27/13
Develop Training - Final	Fri 6/28/13	Fri 7/26/13
Implement Training - Train the Trainer	Mon 7/29/13	Mon 9/23/13
Provide User Manuals	Thu 4/18/13	Thu 6/13/13
Evaluate Training	Tue 9/24/13	Mon 10/21/13

4 Acceptance Criteria

- The deliverable must include the following:
 - ▶ Documentation on the overall solution to enable end users to effectively utilize the system
 - ▶ Documentation associated with the deployment and use of the Business Product, including the following:
 - Instructor and student guides
 - Audio-visual aids
 - Computer-based or other media

- ▶ Items used to conduct the training sessions for the System which will ensure that training objectives are met
- The deliverable must leverage other CGI HIX engagements to bring together the Training Materials, Manuals and lessons learned

DISCUSSION DRAFT