**Tyler Carrier**

**Software Engineering**

**Project Training Plan**

**Box #88**

**Step 1: Train faculty**

* Go to each department and show them the user training manual
* Training manual will entail
  + How to create faculty account
  + How to search through database of Cairn alumni
* Ensure that each department has someone who knows the software well

**Step 2: Train alumni**

* Email alumni the user training manual
* Training manual will entail:
  + How to set up account
  + How to manage account
  + How to donate
  + How to contact Cairn’s departments
  + How to find out more information about Cairn’s Forward campaign

**Step 3: Provide consistent training**

* Continually train new faculty and alumni
* Stay in contact with [tc595@cairn.edu](mailto:tc595@cairn.edu) for any further inquiries