2016 Training Plan- Argos for Finance/HR Users

**Philosophy:**

Different types of users need different types of training, based on their job responsibilities. For example, managers in the Business Office, Sponsored Proj, and Budget & Analysis need comprehensive training on report design and report execution. PI’s need simple training on report execution. Certain key individuals need training on using Argos as a tool to improve financial analysis. The user in conjunction with their supervisor will select the type of training they need, with input from the project team.

Evisions Software’s self-service training will be used to provide on-going training when there is turn-over in a job position that requires only report execution. Evisions provides two types of self-service training: monthly webinars and viewing recorded video’s. These are free sessions, and no Evisions account is needed to participate in the training.

**Training delivery methods:**

Computer-based training for report execution (1 hr). Developed by ITC. Currently has a student focus. Can be expanded to include Finance and HR reports. Uses Argos – web, not Argos-client. Supports all device platforms (Mac, PC, tablets). Requires a system account on Connect Pro. Contact Chris Knight, ITC, to request an account.

Video for report execution (40 min). Developed by Evisions Software. Intended to get user to beginner-level skill.

Classroom training for report execution (3 hrs) . Developed by the implementation project team. Has a Finance focus. Content is report execution, getting reports from the co-op, and analysis with OLAP cubes. Covers beginner-level skill in OLAP analysis. (No content on using graphs.)

Classroom training for report execution and design (3 days). Developed by Evisions Software. Intended to get user to intermediate-level skills. Covers formatted report creation, OLAP creation, graphing. Class size limited to 18, based on NMT’s classroom size in Gold. Evisions recommends no more than 12 students. Student should bring a project to class to develop with instructor’s support.

Office Hours hosted by ITC report developers (1 hr). A new concept for users getting specific questions answered and getting hand-on coaching from ITC. Will be trialed in July when Argos is upgraded to ver 5.0 since the user interface changes significantly. Will be assessed in Aug to determine if its’ available on a permanent basis.

**Schedule:**

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| **Training delivery** | **Dates** | **Comments** |
| Computer-based training (1 hr) | On-demand | Will be revised for ver 5.0 by July |
| Classroom training for report execution (3 hr) | Apr 25-May 10th  Late July – end of Aug | Will be revised for ver 5.0 by July |
| Evisions class room training (3 days) | 1 session in late Aug or early Sept | Dates depend on vendor availability. This is the third and final on-site class by the vendor |
| Evisions report viewer training video | On-Demand | Ver 5.0 available mid-June |
| Office Hours with ITC | Weekly, starting May 23 | Use new collaboration work area in Gold starting in July |