

Executive Summary

As outlined in Task Order 9, the TeamSite Job Aids and Training Plan (deliverable 9.3.6) focus on assisting the SFA organization in using Interwoven TeamSite and contain information on the process to follow for content management. The goal of this deliverable is to ensure that we design the training correctly (right audience, right approach, right content) and develop the training manuals based on the agreed upon design. This deliverable includes the following documents:

- SFANet TeamSite training plan
- SFANet TeamSite training manuals
- SFANet TeamSite job aids

The **SFANet TeamSite training plan** outlines the design and approach to be used for SFANet TeamSite training. This plan was used in discussions with key SFANet sponsors to ensure the appropriate audience and content are being addressed in the training. The plan includes the following information:

- Training overview
- Audience
- Purpose
- Training approach
- Curriculum
- Method
- Objectives
- Module Outlines
- Schedule

The **SFANet TeamSite training manuals** are the actual participant guides for the TeamSite training. These manuals are divided into two main sections:

- *Content Management Basics for Intranet*: This section outlines key concepts, provides an overview of Interwoven TeamSite structures and roles and discuss content management responsibilities.
- *Content Management for Intranet*: This section provides a detailed view at the content management process and offers an opportunity for hands-on experience with Interwoven TeamSite.

The **SFANet TeamSite job aids** are designed to provide quick-hit reference aids for content managers. Two job aids were developed for SFANet:

- A quick reference card for Interwoven TeamSite icons with brief explanations of what each icon means
- An illustrative view of the content management process along with Interwoven TeamSite roles and areas