

Role Map for Spring Training 2004

	Role	Responsibilities	Time Commitment	Who/How Many
Leadership	Project Sponsor	<ul style="list-style-type: none"> Set strategic direction Determine and coordinate approval process above the sponsor level Review project deliverables Investigate and resolve issues that occur above the sponsor level 	TBD	Kay Jacks (FSA) Midge Hunt (FSA) Bill Ryan (FSA)
	FSA Project Manager	<ul style="list-style-type: none"> Oversee project and monitor team progress Create, maintain and communicate project vision and expectations Define and communicate individual and team roles and responsibilities Ensure integration between content development and support teams Review/approve task order, recommendations, and deliverables Review weekly status reports from development and support teams Facilitate regular status meetings with teams Provide budget and contract status to project sponsor Communicate project status and schedule adjustments to project team members and sponsors Develop, monitor and revise workplan and delivery schedule Oversee execution of the communication plan Identify, resolve and communicate issues In conjunction with COR, write task order and monitor budget Oversee the execution of the dry run, pilot, kick-off, and TOT Review draft and final deliverables and communicate revision feedback to development team Determine training schedule and identify trainers Distribute training evaluations to contractor Review evaluation analysis final report from contractor Foster strong team work and motivate/reward/appreciate team 	TBD	Jo Ann Borel (FSA)
	Contractor Program Manager	<ul style="list-style-type: none"> Set strategic direction for content development team Support content development team throughout development life cycle Work with SMEs to develop content Ensure integration between content development and support teams Manage contractor development and logistics team members Submit deliverables on time and within budget Report status, issues, risks, and solutions to FSA Project Manager and COR 	TBD	TBD (Contractor)

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Content Development Team	Lead Instructional Designer	<ul style="list-style-type: none"> • Translate course vision/objectives into draft course material • Provide suggestions on most effective instructional strategies given course objectives/content • Communicate project status, issues, and dependencies to project manager • Develop course materials 	TBD	TBD (Contractor)
	Development Subject Matter Expert (SME)	<ul style="list-style-type: none"> • Provide content to project team • Research content • Review materials and provide feedback 	TBD	TBD (FSA)
	Contractor Development Team	<ul style="list-style-type: none"> • Plan, design, and build training course materials • Understand need for training and context of changes requiring course development • Work with SMEs to ensure content accuracy and appropriate level of detail • Develop assessment tools for walkthrough, pilot, TOT, and final course evaluation • Collect and summarize evaluation data and provide final report to FSA project manager • Train the trainers on virtual classroom product • Manage the design and production of required graphics • Submit drafts for periodic review by SMEs and Project Manager 	TBD	TBD (Contractor)
	Trainer Officers	<ul style="list-style-type: none"> • Assist in delivering and assessing the trainer/training materials and support processes • Deliver pilot training 	TBD	Jacque Straub (FSA), Linda Coffey (FSA)

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Support	Contract Officer's Representative (COR)	<ul style="list-style-type: none"> • Create, award, execute, and monitor task order • Determine baseline budget for course with Project Manager • Collect and analyze actual training cost data • Monitor expenditures against proposed budget • Regularly report contract and budget status and issues to project manager • Assist team in anticipating fiscal/budgetary implications of course design decisions • Approve finalization of contracts with schools and hotels • Monitor adherence to deliverable schedule 	TBD	Pennie Summers (FSA)
	Contractor Logistics Coordinator	<ul style="list-style-type: none"> • Plan and execute logistics • Reserve training venues (schools and hotels) • Coordinate production of course materials • Coordinate printing and shipping for initial workshops • Schedule workshop sessions • Print materials • Confirm receipt of shipped materials • Understand and communicate cancellation policies prior finalizing contract • Communicate anticipated costs to COR and project manager 	TBD	TBD (Contractor)
	FSA Communications and Logistics Coordinator	<ul style="list-style-type: none"> • Assist Project Manager in planning and executing logistics strategy • Post registration information on LMS in a timely manner • Monitor registration and training lists • Regularly advise project manager of registration numbers • Coordinate timely printing and shipping of course materials • Confirm receipt of shipped materials • Prepare and distribute course attendance rosters, name tags, sign-in sheets • Reserve training venues in RTFs • Communicate registration numbers to contractor prior to contract finalization for sessions held in schools and hotels • Communicate anticipated costs to COR and project manager • Coordinate weekly status report for project manager • Develop communication strategy • Develop, update, and execute communication plan • Develop draft and final messages • Determine timing and review process for communication messages and vehicles • Coordinate course publicity/advertising • Coordinate involvement of pilot participants • Show appreciation of SMEs and pilot audience • Manage SME involvement 	TBD	Beverly Cooper (FSA)

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Delivery	Trainers	<ul style="list-style-type: none"> • Participate in TOT • Deliver training • Attend presentation skills workshop (non-feds only) • Attend Web Ex training (designated trainers only) • Communicate with logistics coordinators for material delivery and attendance rosters • Communicate delivery issues to project manager • Arrange hotel and travel (feds only) • Collect evaluations from workshops • Provide feedback on how to improve course • Complete training report and submit to project manager 	TBD	Training officers (FSA), Client Account Managers (CAMs) (FSA), Non-federal trainers (if necessary)
	Technical Advisor	<ul style="list-style-type: none"> • Provide support for virtual classroom product 	TBD	TBD
	Review SMEs	<ul style="list-style-type: none"> • Review materials and provide input throughout development of courses within designated timeframes • Communicate issues to project manager • Document suggested revisions/content changes • Sign off on course materials 	TBD	TBD (FSA)