



PICT Touchpoint Outcome Summary

Purpose: To introduce the training process design team and how best to utilize their expertise and tools.

Desired Outcomes:

- ❑ COMPLETE- An agreement on how best to utilize the process design team
- ❑ COMPLETE- An understanding of the training process design so that we can decide on how to implement the tools
- ❑ COMPLETE- An agreement on next steps, issues, and action items.

Topic	Decisions Made (Provide background information if necessary)
Training Process Design Overview	<ul style="list-style-type: none"> • The group reviewed our existing roles and agreed how best to utilize Sara and Pennie. <p>Sara and Pennie's Role:</p> <ul style="list-style-type: none"> - Help with content for templates and training process - Help group move through the process - Provide 1-on-1's @ point of need - Meet before each major deliverable - Solicit feedback - Join PICT team at occasional touchpoint meetings - Give high level overview of process and break it into smaller steps
Process Checklist	<ul style="list-style-type: none"> • We reviewed and agreed on the status of each project. Pennie and Sara walked Doug and Jo Ann through the Training Process Checklist and we discussed the completed items & next steps. <i>See list of action items below for next steps.</i> • The team agreed to meet again with Pennie and Sara to kick-off the Build Phase.
Next Steps & Issues	<ul style="list-style-type: none"> • See action items below

Action Items:

What	Who	By When
Revise role map	• Jo Ann, (Pennie)	• 6/6
Determine evaluation strategy	• Jo Ann, (Pennie)	• 6/18
Communication Plan	• Jo Ann, (Pennie)	• 6/6
Determine how to review on-line strategy	• Jo Ann, (Pennie)	• 6/18
Revise role map	• Doug, (Ryan)	• 6/7
Determine evaluation strategy	• Doug, (Sarah)	• 6/18
Confirm updated logistics	• Doug, (Sarah)	• 6/18
Communication Plan	• Doug, (Ryan)	• 6/7
Send email feedback to Pennie on storyboarding	• Doug, Jo Ann	• ASAP
Conduct "build" kick-off session. Review and provide feedback on milestones.	• All	• 6/25, 10:00am



Thursday, December 05, 2002

Next Meeting:

- Time and Place: PICT Team (Doug, Jo Ann, Ryan)- 6/19, 10:00am
- Possible Agenda Items: review communication plans and milestone timelines
- Facilitator: Ryan