**Example Work Plan FY 2018/2019 Training and Technology Administrator**

**Overview** *Job description or explanation of responsibilities*

**Accomplishments** *Per department or personal*

|  |  |  |  |
| --- | --- | --- | --- |
| Goal #1 | | | |
| *Relative Strategic Direction:* | | | |
| *Relative City Priority:* | | | |
| **State the goal (SMART)**  Example: To discover, purchase and implement an online learning management software solution (LMS) for individualized Professional Development in July 2018 that can be introduced to all staff by end of year 2018 and produce and host a mandatory training (incident reporting procedures) on the software by June 2019 in order to hold records of staff compliance for performance evaluations and to enhance availability of training through online delivery. | | | |
| **State the objective**  Example: To provide the organization with effective, efficient and economically sound controls for the provision of professional development that will result in equitable and accurate performance evaluations and build online structures for training. | | | |
| **Action Plan** | | | |
| Action Item | Who is responsible | Begin date | By date |
| Purchase LMS | EDW – Research, login structure | current | Launch by 7/18 |
| IT consult/configure - BD |  |
| Business Office - KW |  |
| LMS training | EDW admin, LMS team |  | 11/18 |
| Train Managers | EDW, JM | 12/18 | 1/19 |
| Train Staff | All Branch Managers | 2/19 | 5/19 |
| Create tutorial on LMS | Production Team – ST, AN | current | Host by 2/19 |
| Communication | EDW, Marketing Team - RG |  | ongoing |

**Evaluative Process:** Meetings as follows (with who, when, to what end), survey collaborators and respondents for issues

**Follow-Up:** Collect data from managers as per training targets, analyze data from LMS

**Outcome:** 12 Managers, 23 FT and 118 PT (88% of staff) online successfully and compliant by 7/19