

# MEMORANDUM

Monday, March 31, 10:30 p.m. PST

## Application Title Manager Memo

**Date:** March 31, 2008  
**To:** Sabrina Smith, SME, Rosie Gellar, SME, Kim Young, SME, Ruth Mumphrey, SME, Albert Jackson, M&P, Samantha Lewis, SME, and Jai Lyn Hong, SME & Champs Administrator  
**From:** Gina Hansen, Lead Developer  
**Subject:** Application Title Manager Training Development Update

Application Title Manager Training Participants,

You have been identified as an expert for your product. Some time has transpired since the initial course concept was deployed. Since that time, you identified a desire to make edits to the course. This memo presents an opportunity to meet and discuss a synopsis of training development, currently in progress, for this web-based training course.

Based on course analysis and findings, it is necessary to meet with the leaders of this course to reiterate course goals, review the final assessment and clear up any questions your client group may have concerning course edits or the revisioning process, prior to course deployment.

You can expect to see an invitation to join a Application Title Manager Meeting, Thursday, April 3, in your Outlook mailbox. This invitation will include:

- ✓ A URL link to the Online Conferencing website.
- ✓ Associated documents we will discuss in the meeting.
- ✓ **Bridge:** (877) 888-4443
- ✓ **Participant Code:** 6011386
- ✓ Phone UID: \_\_\_\_\_ (You will need to identify your Phone UID to participate in the meeting.)

I have already identified a time in which the greatest number of participants can take place on this call. Please Accept, Decline, or propose an alternative time for the meeting.

I look forward to meeting with all of you.

Sincerely,

*Gina Hansen*  
**Technical Training Developer**  
**Gina Hansen Consulting**  
[ginahansenconsulting@gmail.com](mailto:ginahansenconsulting@gmail.com) | 510.220.3293

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**To:** Sabrina Smith, SME, Rosie Gellar, SME, Kim Young, SME, Ruth Mumphrey, SME, Albert Jackson, M&P, Samantha Lewis, SME, and Jai Lyn Hong, SME & Champs Administrator  
**From:** Gina Hansen, Lead Developer  
**Subject:** Application Title Manager Training Development Update

This memo presents a synopsis of training development, currently in progress, for the Application Title Manager web-based training course. Based on course analysis and findings, it is necessary to meet with the leaders of this course to reiterate course goals, review the final assessment and clear up any questions the client may have concerning course edits or the revisioning process prior to course deployment.

### Purpose

It is important to stay in close communication during the final phases of development to ensure the Quality Assurance of a well-developed and useful © *Gina Hansen Consulting* Training product. In order to maintain these high standards, it is imperative a meeting be held to discuss and qualify these remaining elements. The purpose of this meeting will be to review the client's current revision requests, discuss any additional revisions, talk about the final SCORM-based assessment questions and review the final estimated deployment date.

### Goals

One of the goals for holding this meeting is to establish a line of open communication between Application Developers, Subject Matter Experts, Methods & Procedures Managers, Training Managers, and the new lead Instructional Designers of Application Title. Other goals are to communicate course goals and review edits prior to deployment.

### Time Estimates

It is estimated that the meeting only require a short amount of time for introductions, course updates, and questions. One hour has been planned for this event, it is likely to take less time if run efficiently. According to progress that has been made on the course, the course, itself, is likely to be ready much sooner than the proposed May 1, 2008 due date. Reasons for this advancement will be communicated in the meeting.

Sincerely,

**Gina Hansen**  
Lead Developer, Application Title

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Monday, March 31, 10:30 p.m. PST

## Application Title Manager Memo

### Participants:

Sabrina Smith, SME

Rosie Gellar, SME

Gina Hansen, Lead Designer

Kim Young, SME

Ruth Mumphrey, SME

Samantha Lewis, SME

Albert Jackson, SME, M&P

Jai Lyn Hong, SME, Champs Administrator

## I. Introductions

## II. Progress Update

### A. Current Status

1. Completed Work

2. Remaining Work

### B. Proposed Completion Date

## III. Assessment Questions

### A. Clarification of deleted questions

### B. Additional questions proposed by the developer

1. **Example 1:** How do you assign to another Admin Group?

2. **Example 2:** Why would you assign to another Admin Group? *If your existing Admin Group requires additional help.*

3. **Example 3:** How do you un-assign a work item? *Select the blank entry in the Admin Group drop-down list.*

## IV. Questions from participants

## V. New Business / Changes

## VI. Adjournment

# REVISION HISTORY

Thursday, April 3, 2:30 p.m. PST

## Application Title Manager Memo

### Document Overview

The following screenshots will be referenced during the meeting. Please review the changes you requested in the Client-Requested Revisions spreadsheet, first (See Appendix A - D). Then, review the original screenshots as they appear in the current training course to help jog your memory as applied to writing final questions.

### Current Revision Item History

1. Simulation sections were removed from the beginning of the assessment (50 slides in total). Users are reverted straight to the Test Me button to begin the assessment.
2. Question revisions and additions are currently underway, according to Appendix A. Slides 58 and 64 have been removed and answer choices for Slide 65 have been edited.
3. Data received upon course acceptance, however, seems limited. 19 questions exist in the present training assessment, yet the request states an additional six questions need be constructed.

### Assessment Revision Questions For The Team

- a. *Has the client provided or written six additional replacement questions?*
- b. *What is the procedure of identifying proposed questions to be approved by the client?*
- c. *No major content changes have been made to the current training content. Is it necessary to include additional questions, provided all prior material has already been included in the 19 questions remaining from the preexisting assessment?*
- d. *The course developer proposes writing only one more question, a total of 20 questions (not 25), as the trainee can still only miss two questions and retain a 90 percent passing rate, according to U-Verse course standards. Would this method be acceptable for all those involved in this project?*

### For further details, contact

Gina Hansen  
Lead Developer  
Gina Hansen Consulting  
[ginahansenconsulting@gmail.com](mailto:ginahansenconsulting@gmail.com)  
510.220.3293 or 000.000.0000

# Appendix

## Appendix A

Reviewer Name: Sabrina Smith, Rosie Gellar, Jai Lyn Hong

Date Reviewed: 02/12/2008

SMEs Feedback Form: Application Title Manager

\*.**IMPORTANT:** REMOVE ENTIRE SIMULATION FROM ASSESSMENT. ADD AN ADDITIONAL 9 QUESTIONS TO TOTAL 25 QUESTIONS. WITH REQUIREMENT FOR PASSING AT 90%.

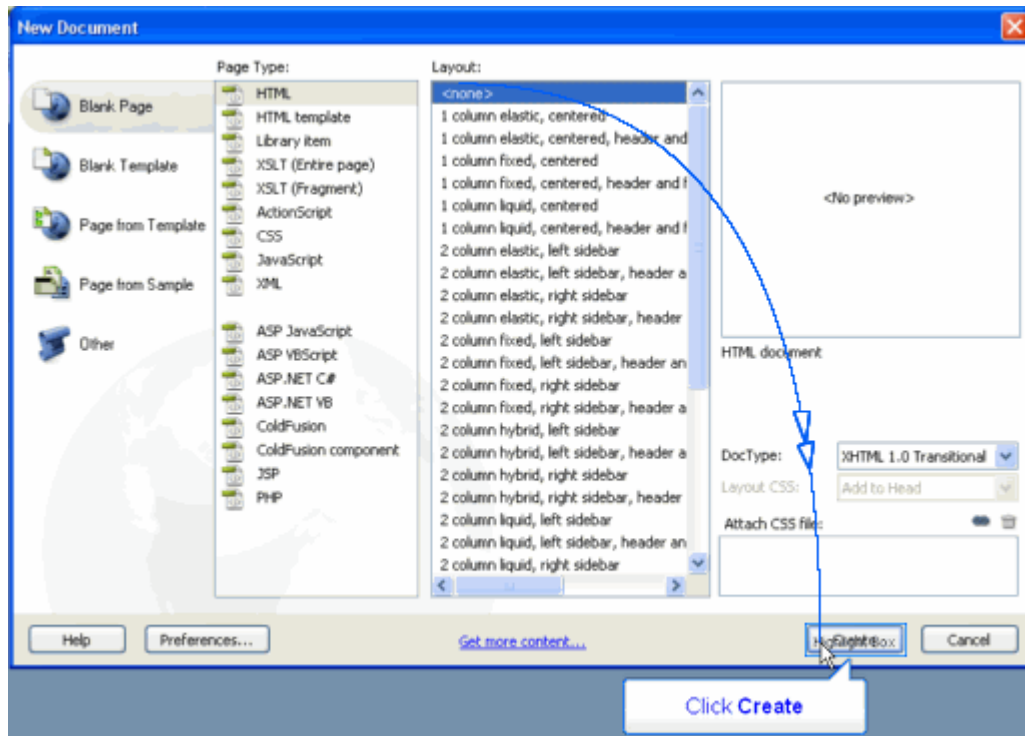
Lesson Section	Topic	Paragraph Header	Revisions/ Feedback/ Comments
Slide 58	SCORM Assessment	Question # ___?	Remove
Slide 64	SCORM Assessment	Question # ___?	Remove
Slide 65	SCORM Assessment	Question # ___?	Change answer D from title to <title> and </title>.

## Appendix B

### Slide 58

Slide Feedback: *That's incorrect.*

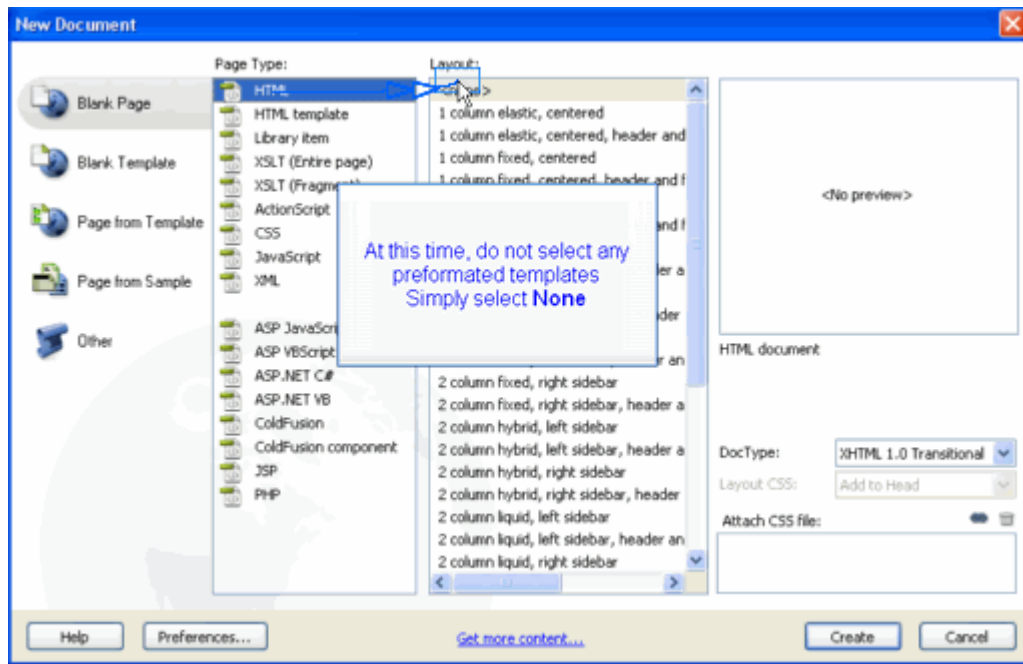
Corrective Hint: Click **Create** to select a non-formatted HTML page.



## Slide 64

Slide Feedback: *That's incorrect.*

Corrective Hint: *Do not select any pre-formatted templates at this time. Simply select **None**.*



## Slide 65

Slide Feedback: *That's incorrect.*

Corrective Hint: *User must type both open and closing **<title>** and **</title>** tags to identify the name of your page.*

