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spatial dimension
AN MS GROUP BUSINESS



flexicadastre

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FlexiCadastre Training

Trevor Ives
Manager: Training

Overview

- Correct use of system essential to success of FlexiCadaastre
- Training required at various points during implementation process and thereafter
- Training is modular to get correct training to appropriate time to the right people

Phased training

- 1 Introduction
- 2 Orientation
- 3 QA/QC + UAT
- 4 User

- 5 Application Admin
- 6 System Admin
- 7 GIS Admin
- 8 FlexiCadastre Trainer
- 9 Workflow Admin

FlexiCadastre Introduction

- Initial training given during presales / awareness phase
 - Aimed at nurturing a ‘FlexiCadastre-centric’ thought process
- Identify potential users for ‘championing’ of the system
- Duration – a few hours as a presentation with live demo
 - May be given online

Orientation training

- FlexiCadaastre relies heavily on identification of processes required for license/agreement/group management
 - Internal/external processes
 - Data
- These can only be adequately identified if users are 'FlexiCadaastre aware'
- Users given sufficient FlexiCadaastre knowledge to participate in scoping workshops
- A generic system is used that approximates the expected system and lasts 3 days

Post-implementation training

- Once system implemented, QA/QC is required
- In order to conduct valid UAT's during the QA/QC process, key stakeholders given training, enabling QA/QC, iterative modification and signoff
- Training given on the system as implemented on site
- This training is similar to the orientation training but incorporates functional workflows
- Duration is 5 days

User training

- Once signoff achieved, full user training given to all users
- Training is given on final signed-off system once UAT's are completed
 - All tasks identified during initial scoping exercise will be covered in detail
- This is the same as orientation training with incorporated functional workflows.
- Duration is 5 days

System administration training

- Aspects covering infrastructure in which system resides will be detailed
 - Databases, ArcGIS, IS and related frameworks
 - All related services
- Administrator will be trained to a level where they will be able to rebuild a FlexiCadaastre instance
- Administrator will be responsible for up-time of FlexiCadaastre
- Training is given on a TEST system and lasts 3 days

FlexiCadaastre application administration

- FlexiCadaastre administrators will be responsible for system configuration
- Topics covered will include
 - Maintenance of the ‘instance’
 - Maintenance of supporting data, lookup tables, template reports etc within FlexiCadaastre
 - User authorisations
 - User approval levels
 - Report publication
- Training is done on TEST system and lasts 3 days

FlexiCadastre/ArcGIS integration

- Full training on the mapping components using ArcGIS and related services
- Training given to users tasked with identifying mapping requirements throughout the organisation
 - Geodatabases, Feature classes, Coordinate systems, Geo-transformations, Map services
- Training is done on a TEST system and lasts 2 days

Workflow administration training

- Full introduction to workflow engine and business rule editor.
- Workflow diagram generation.
- Translation of WF diagram into business rules.
- Training will be done using specific requirements that will ultimately be added into the clients system.
- Owing to the nature of the beast, timelines and content are variable

Certified Trainer

- Full introduction into FlexiCadastre training methodologies, techniques etc
- Techniques for preparing training system
- Techniques on preparing training documentation required within the organisation
- Durations and content are variable

Training documentation

- Introductory training is Flash video with PowerPoint presentation
- Orientation training material
 - PowerPoint with training notes
- QA/QC + UAT training is similar to Orientation training
 - Augmented by workflow training based on specific functional workflows
 - Series of Flash video screen captures provided to demonstrate common tasks

Documentation cont...

- All admin courses have documentation outlining configurations and are accompanied by screenshots

Techniques used

- Thorough help documentation
 - Fully indexed and searchable
- Extensive demonstration datasets for use in training sessions
 - Post-implementation training given on replica of production system
 - Test/training system left in place to enable users to familiarise themselves with ‘non live’ data

Conclusion

- Without trained users, any well-designed system can and will fail.
- Spatial Dimension is fully committed to a well trained user base

Thank you