



projected **consulting**

unlocking the potential of oracle projects

Training Services

Training Strategy and Planning

This activity will normally occur prior to the Training Needs Assessment (TNA). It will take into account the strategy of the business and its' key goals and objectives. These factors are critical to ensure that the training events and communication plans are 'fit for purpose'.

Training Needs Assessment (TNA)

The activities carried out will determine the training requirements for each eligible audience (e.g. Executive, Technical, End User) as well as the most suitable training method. Projected will go beyond the traditional skills gap analysis to identify and plan an effective communication plan that will support the project's Change Management programme.

Typically, a TNA will be anything from 3 to 25 days of effort.

Change Management

Implementation skills are only part of the training solution. Creating awareness and buy-in from your staff is also critical to ensure success and reduce risk. This can involve implementing appropriate and effective communication activities corporate wide, ensuring individuals are fully aware of the change to themselves as well as the business.

Typically, these activities will be charged on a per-day basis and depend on the level and scope of activity.

Training Design

These activities are a result of the TNA. Training Design will map out the training schedule, define course contents, map courses to audiences, and fully define the training method and approach to development. Training Design will define course aims and objectives together with a high level synopsis for each. The deliverable at this stage will be a portfolio of training course synopses.

Courseware Development

These activities produce the content of each course together with student materials, instructor materials and workshops. Development can be carried out by our consultants or by the customer themselves.

Instructor Led Training Delivery

Projected Consulting can provide an instructor for one day or to deliver the whole training programme. In addition to delivery is Course Preparation; the amount required will depend very much on the materials to be delivered and not necessarily on the length of the course.

Course Preparation can be charged based on fixed price or per-day, whereas ILT Delivery attracts a cost on a per-day basis.

Training Programme Management

The Training Programme Manager (or Project Manager) will work closely with the overall Project Manager to ensure that the training plan is delivered on time and to budget. The training plan will be included in the overall project plan but, due to the number of specialised elements and deliverables, we recommend someone manage that part of the plan.

Oracle Tutor and User Productivity Kit

Tutor and UPK are complementary products that you can start using right now and throughout your application's lifecycle. In short, Tutor is used to capture the 'people to people' activities and UPK is used to capture the 'people to system' steps. They can be used with ALL of Oracle's business application brands, and allow you to streamline the creation of user documentation and self paced training, reflecting your specific business practices and applications environment. Tutor and UPK both provide pre built model content that can be easily customised, helping to jumpstart your user documentation effort.

Outsource Training Service

Projected Consulting Ltd offers a full training outsource service. We will be responsible for all your system training requirements from strategy and TNA, to development and delivery. We can also provide all your training requirements at our dedicated training centre.



Training Centre & Head Office
Strathallan House, Midland Road
Hemel Hempstead, Herts, HP2 4LS

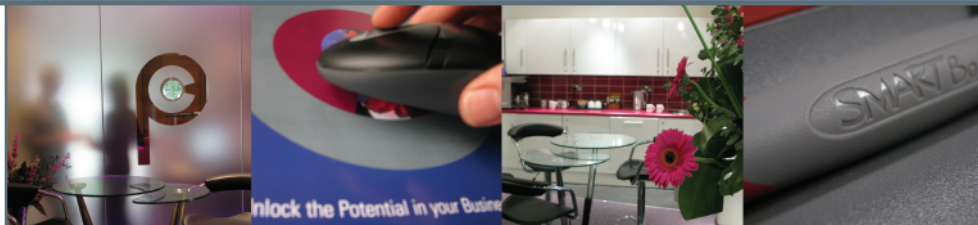
Tel: +44 (0) 845 680 0193

Fax: +44 (0) 845 680 0194

Business Support Centre
Slotline House, Largo Road,
St Andrews, Fife, KY16 8NJ

Tel: +44 (0) 845 680 1938

Fax: +44 (0) 845 680 0194



Projected Consulting is a leading provider of both consultancy and training support for the Oracle Projects Suite of Applications. Our understanding of project centric company requirements is unrivalled.

We work alongside our clients to transform their business requirements into reliable working solutions, while providing sound knowledge transfer.

Understanding the importance of education, Projected has a dedicated Oracle Training Centre to ensure the very best learning experience.

For organisations that require support with Oracle Projects, Projected Consulting is the ideal independent specialist.