

Awareness and Planning Workshop

DATASHEET

The use of any Content Development Tool to support an application implementation or upgrade has implications across the entire project and affects most members of the Project Team.

It is critically important that everyone involved knows how the implementation of a Content Development Tool will affect them and the benefits that they can expect in relation to their responsibility or job role on the Project Team.

Any Content Development Project is a significant undertaking, especially when a tool is to be used. It is important that the use of the tool by the different members of the team is scoped, planned and implemented in a proven and consistent way so that deliverables will be available on time. Deliverables which support testing, training and go-live, meeting and even exceeding the return expected.

Larmer Brown has delivered a large number of Content Development Projects and has distilled this experience into a one-day workshop.

The Awareness and Planning Workshop is designed to prepare organisations to ensure their Content Development Tool is introduced and deployed in the most effective way thus fully realising its potential benefits.

Having reviewed the Topics, the Project Team will be in a position to identify both the commitment required and the benefits to be realised.

The following topics are covered in the Awareness and Planning Workshop:

- Overview and demonstration of the Content Development Tool (if required)
- Discussion to review how the outputs of the Content Development Tool can support the various project phases
- Implications for Testing
- Client and Larmer Brown Roles and Responsibilities
- Training and Support
- Discussion of Project stages and the objectives of each:
 - Scoping and Readiness
 - Technical Review and Installation
 - Standards and Strategy
 - Developer Training
 - Content Development Cycle
 - Progress Reporting
 - Development Tracker
- Resource Requirements and Responsibilities
 - Development Team Members
 - Business Process Owners
 - Subject Matter Experts
- Options for Blended Learning
- Incorporating external applications

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The Awareness and Planning Workshop is intended to bring as many Project Team Members as possible to the same level of understanding in preparation for the successful implementation of the Content Development Tool.

The following Project Team Members should attend:

- Project Management
- Change and Communication
- IT Systems
- Support
- Business Process Owners
- Testing Manager
- Training Manager
- Compliance and Branding Representative

About Larmer Brown

Larmer Brown's primary business objective is to help organisations realise the desired business benefit from their software applications, through successful User Adoption Programmes. Using a variety of renowned content development tools, we have been providing business transformation, documentation and training services since 1994.

Larmer Brown is an Oracle Gold Partner and a Microsoft Gold Partner. We are also a Reseller and Services Partner for Kaplan, Engage! and CA UK Limited.