



## Interagency Cache Business System Re-engineering (ICBS-R) Project

a NWCG-sponsored project

### Pre-Training SOP Draft: 05/02/2008

Going forward with training and implementation activities, the team is going to try a new model, with the idea of shortening the time line for implementation activities and reducing the time between training and going live at each cache.

The “new model” will require a more concerted and coordinated effort in the collection and validation of data (locations collection and sequencing, supplier list, local numbers and locations inventory count).

The idea of this document is to outline all the activities required prior to the training and go live week.

#### **Data Collection:**

- Record locations on spreadsheet provided, dedicated SKU locations and assign pick/put away sequence.
- Validate UOM's and dedicated locations with SKU's dedicated to those locations
- Re-assign new local numbers to the old local number from list supplied
- Send supplier list spreadsheet to cache for them to fill in local suppliers
- Record location inventory on spreadsheet provided

#### **Printers/Labels:**

- Ensure that the Zebra Z4MPlus or ZM400 label printer is configured and working prior to training.
- Coordinate with the Sterling team to have locations labels printed (this needs to occur prior to location inventory).
- Have item ID labels, trackable ID labels, location labels shipped to cache prior to team arrival (labels located at GBK)
- Ensure Windows printer is configured to print Cognos/Loftware reports.

#### **Audio/Visual Equipment:**

- Coordinate with Cache Manager the use/set up of computers in a training room
- Ensure projector is available or send project projector to facility

#### **Scan Devices:**

- Ensure that the scanning devices are shipped by Flint Cheney or Jon Skeels to each cache prior to training. The number of devices for each cache is shown in

the document titled: “6600\_projected\_ait-distribution\_to\_caches” on the QuickPlace “AIT Device Inventory” page.

- For each scan device that is sent out, its Serial Number (SN) is to be recorded on the “AIT Device Inventory” spreadsheet (in the same QuickPlace page).
- Ensure that the scan devices are configured, tested and working properly with the cache WLAN prior to the training week
- Ensure that the scan device simulator is working for all application training modules

### **Training Material:**

- Update labs, as necessary, prior to training week to ensure accuracy in data used
- Ensure flip chart and markers are available

### **Office Space and Access:**

- Coordinate with Cache Manager to provide the team a work area with a good quality speaker phone and access to the internet. These are necessary for troubleshooting/coordination conference calls and to access the various versions of the web-based application.
- Suggest that FS Caches temporarily assign Forest Service "managed accounts" to any non-FS team members (gov't or contractor) to allow them to log onto a Forest Service PC (Windows XP preferred). If caches have not obtained these accounts already, they can request them from Laurie Jakubowski ([ljakubowski@fs.fed.us](mailto:ljakubowski@fs.fed.us)).
- Coordinate with Cache Manager to arrange access to the facility by other-agency and contract team members

Ideally, the idea under this new model is to spend 2-3 weeks collecting and validating all the data for a particular cache. After which, the data is loaded into the training instance (preferably, the latter part or week two of the data collection activities). The scan guns and printers are configured and tested to ensure that they work properly.

The location and box labels are printed off (latter part of week one/beginning of week two) and located by cache personnel. The scan devices and printers are configured and working. After which, the locations inventory collection can proceed.

After the data load is completed into the training instance, Government and Sterling team members (week 3 or 4) will arrive to provide training for the staff members and testing on the application, using the cache's actual data.

The week after training/testing has occurred, the cache is scheduled to “go live.”