

Training Plan Questionnaire Supplemental

An <Agency> Training Plan Questionnaire worksheet has been published to your Agency Training folder in Smartsheet. Use this worksheet to share your Training Plan update (RW Task 607) progress.

Worksheet responses will be displayed on your Monthly Progress Report dashboard and are required for RW Task 678 - *Submit Monthly Progress Report – Testing, Training*.

Smartsheet Navigation:

Florida PALM Workbook for (Agency) > Agency Readiness > Agency Training

Reporting Period	Training Plan Update Progress	Estimated Training Population	How many users create/approve transactions?	How many users are reporting/inquiry only?	Do you plan to create agency-specific training?	Agency-specific Training Approach	Comments	Modified

Figure 1: DEMO Training Plan Questionnaire

Worksheet Instructions

Review instructions below on how to complete your <Agency> Training Plan Questionnaire worksheet.

- **Reporting Period** (locked from editing)
 - Prepopulated with the current reporting period.
- **Training Plan Update Progress** (required)
 - Select a progress update that best describes where your agency is currently at with updates.
- **Estimated Training Population** (required)
 - Based on your agency’s training approach, select the range that includes your estimated number of individuals at your agency that will require training.
- **How many users create/approve transactions?** (required)
 - Select the range that includes your estimated number of end users that will create and/or approve transactions in Florida PALM for your agency.
- **How many users are reporting/inquire only?** (required)
 - Select the range that includes your estimated number of end users that will have only reporting and/or inquiry functions only in Florida PALM for your agency.
- **Do you plan to create agency-specific training?** (required)
 - Select either ‘Yes’ or ‘No’ as to whether or not your agency plans to create any agency-specific training materials to support your agency end users.
- **Agency-specific Training Approach** (required)
 - Your agency is updating its Training Plan (RW Task 607). Provide a high-level summary of your agency training approach, which is to be more thoroughly described in your updated Training Plan.
- **Comments** (Optional)
 - Use this field optionally for internal purposes.