Tracking Prerequisite Training for UAT SMEs

As described in the [UAT Prerequisites](#) article in the Knowledge Center, UAT SMEs are required to complete role-based prerequisite training prior to registering for a UAT Online session.

Prerequisite Tracking

An *<Agency> Prerequisite Tracking* worksheet has been published to your Role Mapping folder in Smartsheet. The worksheet provides information populated from your *<Agency> Role Mapping* worksheet and provides the ability to easily identify the Learning Paths each UAT SME is required to complete based on their end user role assignment. ***Required training must be confirmed complete in this tracker before a UAT SME can be registered for a UAT Online session.***

Smartsheet Navigation:
> *Florida PALM Workbook for (Agency) > Agency Readiness > Agency Role Mapping*

Figure 1: Demo Prerequisite Tracking Worksheet

Worksheet Instructions

The first several columns of the worksheet are auto-populated from your *<Agency> Role Mapping* worksheet and are locked from editing. If you need to make changes to these columns, the changes must be made in the *<Agency> Role Mapping* worksheet. Updates will be reflected in the *<Agency> Prerequisite Tracking* worksheet the next day.

NOTE: *Your worksheet has been populated with all end users from your <Agency> Role Mapping worksheet; however, the UAT prerequisite training requirement is only for UAT SMEs. You may use this tracking sheet to track training of your additional end users if you choose.*

Role Mapping Columns:
- First Name
- Last Name
- Email
- UAT SME
- Assigned BPGs – this column is populated based on the related business process groupings (BPGs) for the role assignments for the end user

Training Liaisons should use the following learning path columns to confirm training completion for UAT SMEs. The learning path columns contain a drop-down for each of the training items within the learning path. The learning path is completed once all training items have been selected in the cell.

- Learning Path – All End User Roles
- Learning Path – AAM Roles
- Learning Path – AMFR Roles
- Learning Path – AR/RA Roles

- Learning Path – BK Roles
- Learning Path – BM/CC Roles
- Learning Path – CT and GM Roles
- Learning Path – DM Roles
- Learning Path – IU Roles
- Learning Path – PM Roles
- Learning Path – PR Roles

The following conditional formatting rules have been applied to the learning path columns.
- Yellow cells indicate a learning path is required based on the BPGs in the *Assigned BPGs* column and the learning path is not complete.
  - Once the learning path is confirmed complete, the cell will no longer be yellow.
- Gray cells indicate a learning path is not required based on the BPGs in the *Assigned BPGs* column.
  - If an end user completes a non-required training, you may still track completion of the training in the gray cell.

Prerequisite Tracking Report

An *<Agency> Prerequisite Tracking Report* has been added to your Role Mapping folder in Smartsheet. This report provides a real-time visual representation of the status of the required trainings in the *<Agency> Prerequisite Tracking* worksheet. The report is locked from editing.

The report includes end user names, the UAT SME indicator, and columns for each UAT prerequisite learning path. The following conditional formatting rules have been applied to the learning path columns:
- Yellow cells indicate the learning path is required based on the end user's assigned BPGs and is not complete.
- Green cells indicate the learning path is complete, including completed learning paths that are not required for that end user.
- Gray cells indicate the learning path is not required based on the end user's assigned BPGs.

NOTE: *The Project will review your <Agency> Prerequisite Tracking Report to confirm required prerequisite trainings have been completed by UAT SMEs, as indicated by a green cell, prior to completing a registration request for a UAT Online session.*