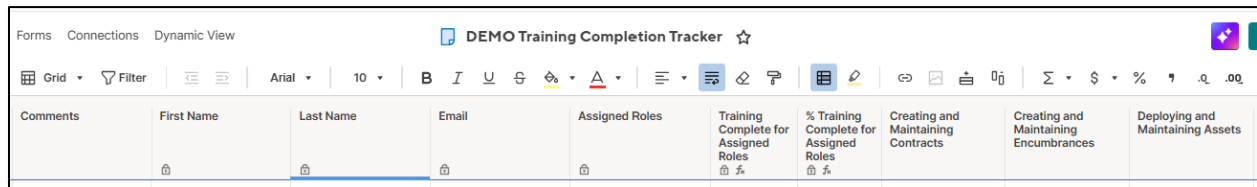


Training Completion Tracker Supplemental

An <Agency> *Training Completion Tracker* worksheet has been published to your Training Folder in Smartsheet to report progress and completion of web-based training (WBT) for your end users. The worksheet provides information populated from your <Agency> *Role Mapping* worksheet and provides the ability to easily identify the required WBT for each end user based on their roles. This worksheet feeds into your Monthly Progress Reporting Dashboard and your Readiness Certification #4 Dashboard.

Smartsheet Navigation:

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



Comments	First Name	Last Name	Email	Assigned Roles	Training Complete for Assigned Roles	% Training Complete for Assigned Roles	Creating and Maintaining Contracts	Creating and Maintaining Encumbrances	Deploying and Maintaining Assets

Figure 1: DEMO Training Completion Tracker Worksheet

Worksheet Instructions

An optional Comments column is made available for internal comments only.

The next 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> *Training Completion Tracker* worksheet the next day.

Role Mapping Columns:

- First Name
- Last Name
- Email
- Assigned Roles – this column is populated based on all end user roles assigned

NOTE: *End users identified in your Role Mapping Worksheet as Vacant are not populated in the Training Completion Tracker worksheet.*

The following two columns show the calculations for an overall view of the status of completion of WBT for the end user. Once all required WBT are complete, the conditional formatting colors will change from yellow to green.

- Training Complete for Assigned Roles – displays either a 'Yes' or 'No' if the end user has completed all required WBT.
- % Training Complete for Assigned Roles – displays an overall percentage of completed required WBTs.

The remaining columns display all WBTs available for completion or planned for release. Required WBTs can be easily identified by yellow conditional formatting. Once a WBT becomes available in the LMS and the column is unlocked, select one of the following drop-down options

to keep track of training completion. This is a manual effort that the agency will need to complete; the Training Completion Tracker is not connected to LMS.

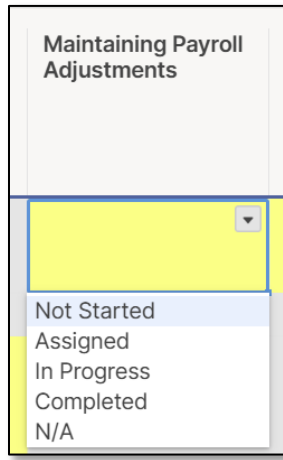


Figure 2: Drop-Down Options

NOTE: N/A should only be used in non-required WBT columns (grey columns).

The following conditional formatting rules have been applied to the WBT columns.

- Yellow cells indicate the WBT is required based on the end user role in the *Assigned Roles* column and the WBT is not complete.
- Green cells indicate that the end user has required completed the WBT.
- Gray cells indicate the WBT is not required based on the end user role in the *Assigned Roles* column.
 - If an end user completes a non-required WBT, you may still track completion of the training in the gray cell.

NOTE: Data provided in this worksheet is used for your *Monthly Progress Report Dashboard* and to determine completion of *Readiness Certification #4, Criteria 1.1*.

Training Tracker - Cert 4 Training Criteria Report

An <Agency> *Training Tracker - Cert 4 Training Criteria* has been added to your Agency Training folder in Smartsheet. This report is a real-time view from your <Agency> *Training Completion Tracker* worksheet, filtered to only show the WBT that are releasing on October 2 and October 16 and the users that are required to complete those trainings. This is the population that will be used to determine the percent of training complete for *Readiness Certification #4, criteria 1.1*, requiring that at least 25% of end users have completed Project-provided training.