

LaGov System Employee Training Estimates

Instructions

1. Introduction

The LaGov Project needs you to complete the [Employee Training Estimates Workbook](#) for your agency to prepare for the Project Training Classes next year. At this time, the purpose of this activity is to get **best estimates** only, not a one-to-one match of employee to training class. It is not necessary to assign names to classes at this time . . . that will come later.

2. Agency Information Section

To complete the pink agency(s) information section at the top of the instructions tab of the workbook,

- Use the [AIL agency contacts list](#).
- Find your agency name and number(s).
- Fill in all contact information.

3. Old and New Business Area & Processes

This activity involves an overview (review) of the LaGov business processes and provides an entry level understanding of the new processes. LaGov processes do not automatically map to our old legacy systems or current job titles. While reading the business processes, imagine how these processes will be performed in the future, not how they have been done in the past. Use your knowledge of your agency(s), and provide us the number of employees per business area that will require some type of training.

4. Training Locations

Estimating the number of employees in each city is important. These estimates will allow the LaGov Project Team to plan for the location and number of classes. We will make every effort to minimize state employees' travel based on the training rooms available to us. If you know of an agency computer lab or an area that can be used as a LaGov computer training room, please send an email to [LaGov Support](#) group as soon as possible.

5. Workbook

The first tab of the attached workbook includes the instructions for completion. The worksheets are color coded as follows:

- **Yellow** – Business processes that will be used by all agencies. All agencies should complete the yellow sections.
- **Blue** – Business processes that will be used by control agencies (OSRAP, OIS, OSP, OPB, STO, etc.). If you are not a control agency, skip the blue sections.
- **Green** – Business processes that will be piloted by selected agencies. If your agency is not listed as participating in the pilot processes, skip the green section.

6. Deadline

Agency Implementation Leads (AILs) are responsible for returning this workbook with completed agency training estimates by **October 2, 2009**.

Your agency's efforts and cooperation are essential to the successful implementation of the LaGov project and are greatly appreciated. For further information or assistance on this matter, please contact LaGov Support at LaGov-ERP-Support@la.gov .