

Memo

Date: 12/12/2003
To: Merle Kindred
From: Mary Farmer
CC: Andy Zobro, Tim Carmean, Todd Schmalhurst
Re: Partner Training Manual Revisions: Progress Report, Week 2

The CAEL Partner manual revision team has made good progress towards completing updating the training manual. Over the years the manual has become fragmented as a result of a number of different people partially updating chapters. . The goal of this project is to completely overhaul the training manual. Below is a brief timeline:

Week 1

Work on first revision of chapters

Start second revision of completed chapters

Week 2

Complete first revision of chapters

Continue work on second revision

Week 3

Continue work on second revision

Start research on CAEL partner program history

Week 4

Complete second revision

Complete History

Mary has completed the initial updating of the chapters. At this point all of the chapters have been converted to Microsoft Word format and edited for grammar, accuracy of content, and formatting. This is on schedule with the CAEL Partner training program. The final training sessions for this semester will be completed this Sunday.

Tim and Todd are currently going through the completed chapters and making corrections to them. These corrections are mostly for formatting and grammar but when needed they also are making content corrections.

Andy is entering those corrections to problems found by Todd and Tim. He is also making content corrections that would be out of the knowledge range of Tim and Todd. Be a Partner has made Andy more familiar with topics that are specific to the CAEL, this allows him to update those sections of the manual that Tim and Todd are not familiar with.

Mary is going back through and making the corrections to problems that were pointed out during training sessions. These training sessions are acting as our informal user tests. Mary and Andy have attended all training sessions this fall and have been receiving feedback all semester.

Currently Mary is also working on contacting some former Partners and other people that were involved in the program so that the history of the program can be documented. Some of these include Shannon Pipik, Robert Hall, Chirs Williams, and Margaret Landsparger.

Our team should have no problem completing this task in the next two weeks. We slightly ahead of schedule at this point.