

May 10, 2022

Kick Off Meeting

AWWA Online Training on Effective Use of Digital Tools to Deliver Water Services

Sharon Peters

Project Manager

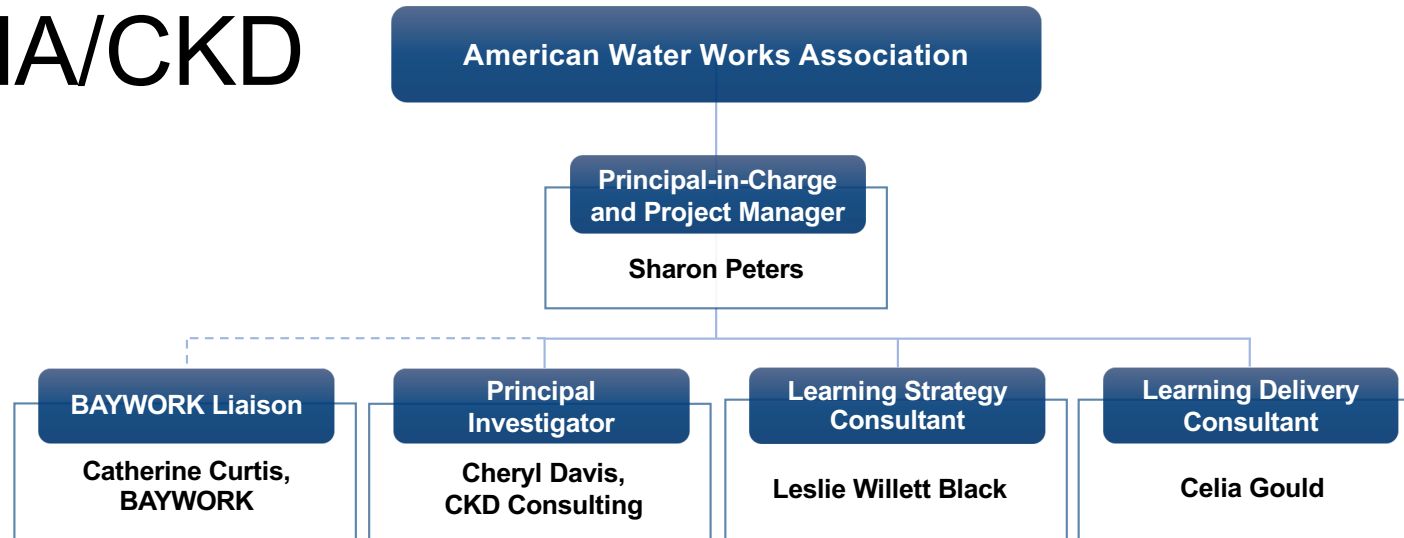




Agenda

- 1. Introduce the Project Teams**
- 2. Confirm the Project Objectives and Expectations**
- 3. Review Tasks**
- 4. Update Schedule**
- 5. Review Project Communications**
- 6. Getting Started on Task 1**

EMA/CKD



- Sharon Peters (Project Manager)
- Catherine Curtis (BAYWORK Liaison)
- Cheryl Davis, (Principal Investigator)
- Leslie Willett Black (Learning Strategy)
- Celia Gould (Learning Delivery)

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AWWA and PAC

AWWA:

- David Hale: dhale@awwa.org (303) 347-6176
- Chad Weikel: cweikel@awwa.org
- Andrew Appell: Aappell@awwa.org
- Donyelle Alexander: dalexander@awwa.org

Project Advisory Committee (PAC)

- Andrew Ohrt: aohrt@westyost.com
- Cindy Goodburn: cindy@goodburnconsulting.com
- Desmond Barca: dbarca@sfwater.org
- Robert Scott: rscott@valleywater.org
- Jim Cooper: Jim.Cooper@arcadis.com
- Mary Reynolds: mreynolds@centralsan.org

Project Objectives

This project will develop online training materials to help water utilities:

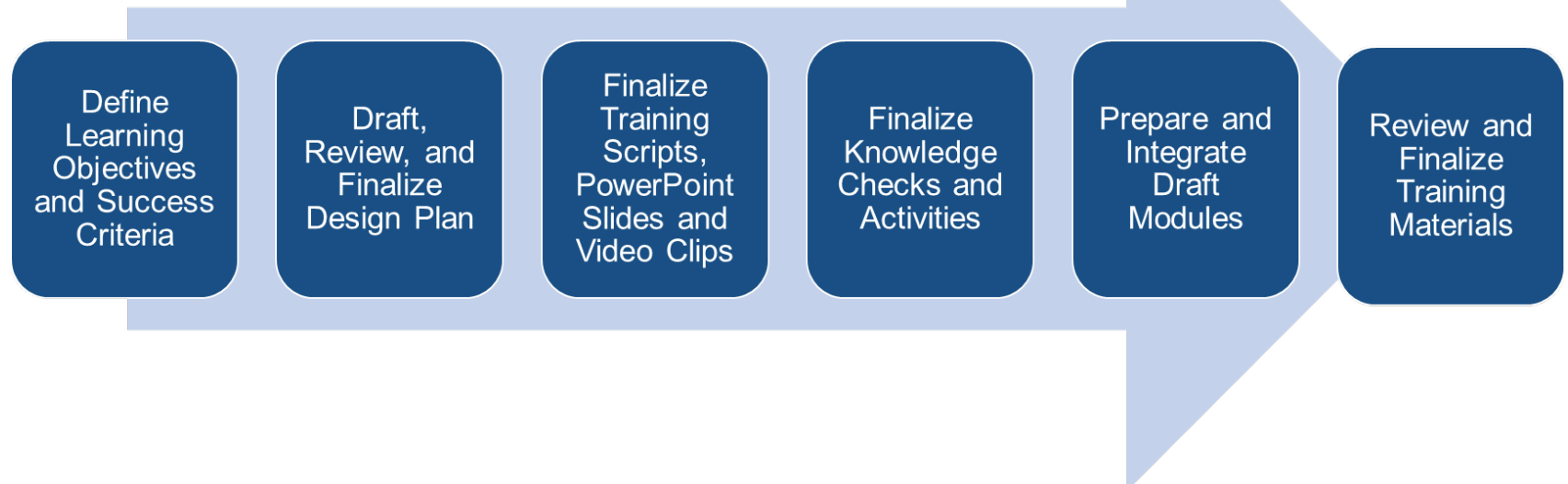
- Become more familiar with the language of digital water,
- Increase their understanding of the challenges to expect when taking on a digital project, and
- Identify steps they should take to optimize their chances of success.

Scope of Work - Modules

- Module 1
 - Introduction
 - Selection of Digital Tools
 - Coordination with Existing Workflows and Systems
- Module 2
 - Organizational Culture
 - Human Resources Issues
 - Information Technology Support
- Module 3
 - Initial and Ongoing Staff Training
 - Developing Qualified Candidates for Digital Jobs

Scope of Work – Tasks

1. Online learning technical content development
2. Develop draft training materials
3. Develop final training materials



Scope of Work – Tasks – REDO by AWWA

1. Online learning technical content development
2. Develop draft training materials
3. Develop final training materials

Draft
design plan

Review and
finalize
design plan

Draft
training
slides and
script,
knowledge
checks and
activities

AWWA/
PAC
Review 1st
draft of
training
materials,
provide
feedback

Update
slides and
script
based on
feedback,
and finalize
activities

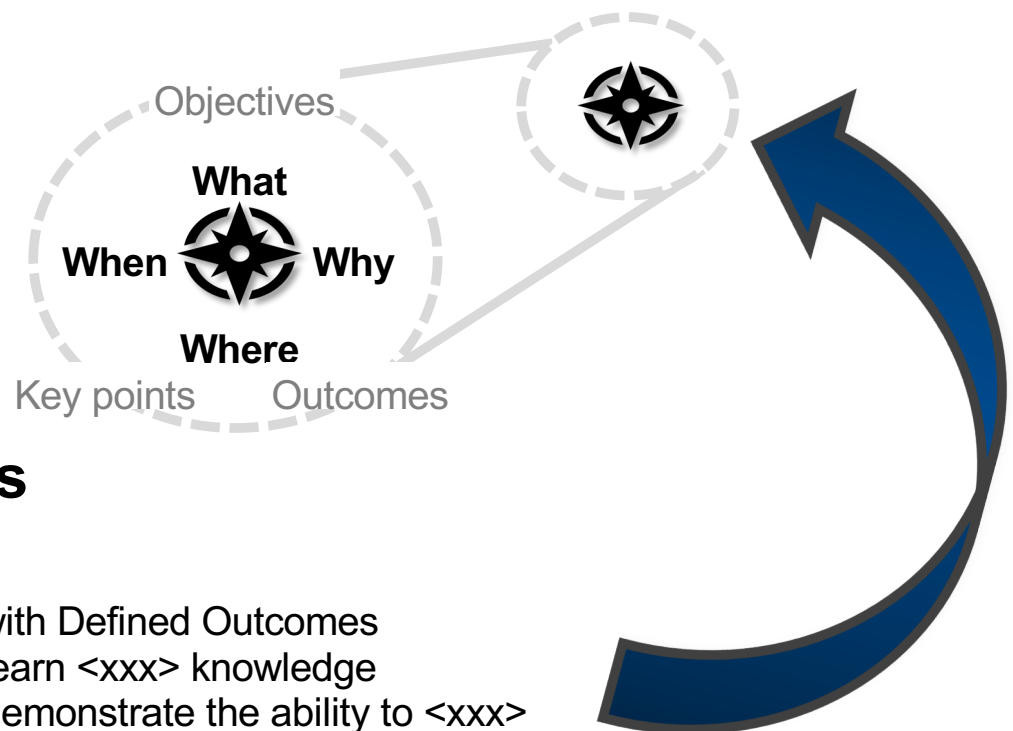
Delivered
to AWWA
to build in
LMS

AWWA /
PAC / Peer
review of
eLearning

Final
changes
made to
eLearning

Task 1 – Develop Online Learning Technical Content

- Big Picture Definition
 - Course Objective
 - Key Topics Covered
 - Outcomes
- ***Deliverables:* Draft and Final Course Design Plans**



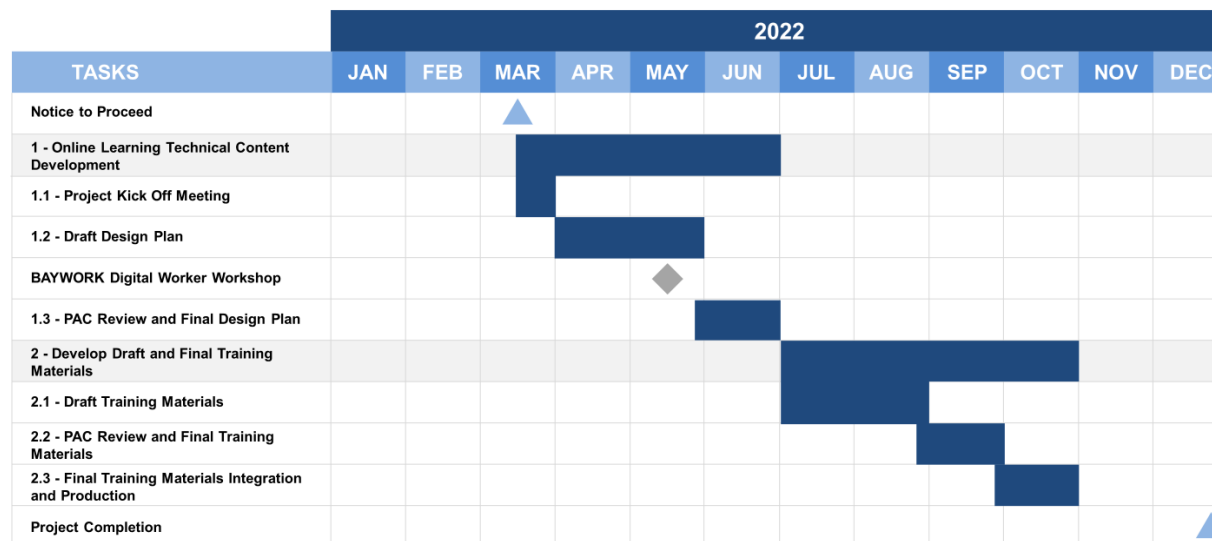
Task 2 – Draft Training Materials

- Assemble the training materials
 - Video clips
 - PowerPoints with voice overs
- Select knowledge checks and activities
 - Develop questions and responses
 - Identify where they fit into the flow of the courses
- Integration and continuity within and among modules

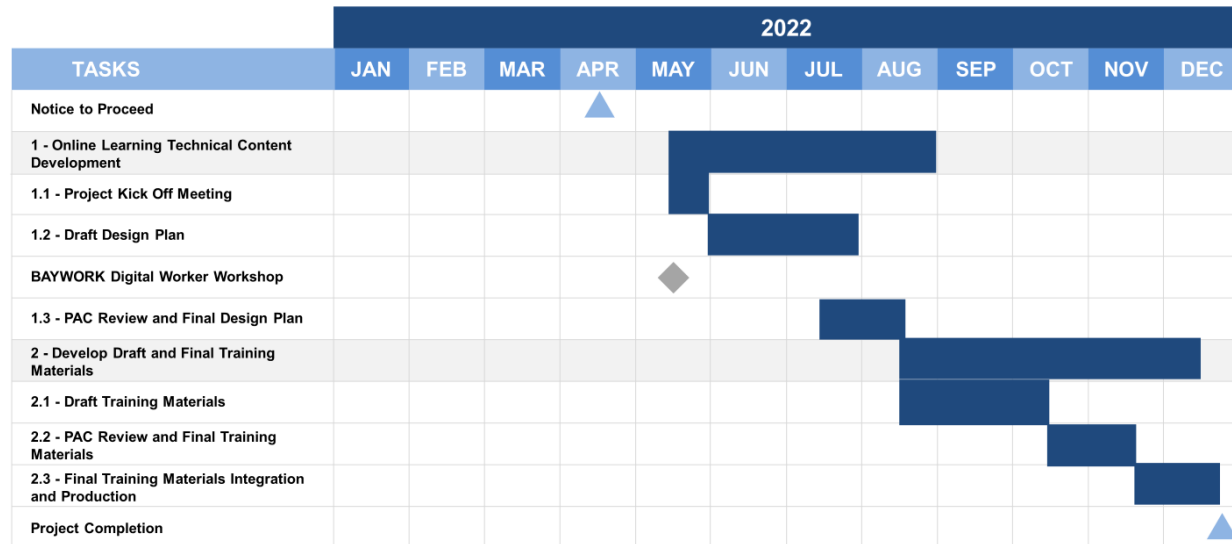
Task 3: Final Training Materials

- Receive final comments from AWWA and the PAC
- Produce final training materials

Proposal Schedule



Updated Schedule



Project Communications

- EMA will provide written, monthly progress reports to the AWWA project manager to include work completed and work planned.
- Progress and coordination meetings will be scheduled as necessary by the project teams.
- The respective project managers should be copied on 'cross team' emails relating to project scope and tasks, schedule, and deliverables.

Team Discussion for Task 1

- AWWA PAC input?
- Opportunity to meet with AWWA Education Team in early June?



Questions / Discussion

