

Cybertop



Kick-off meeting

Meeting Objectives



After attending this meeting you will be able to:

Restate the pilot and cybertop program goal

Explain the overall process

Define your role

Identify timelines

Explain benchmarks for success

Participate in planning the next steps

Web-based Training Pilot

Goal

The purpose of this pilot is to assess the resources and expenses related to designing, developing, and delivering web-based training and to assess the effectiveness of this delivery method in our organization.

Cybertop Pilot Program

Performance Outcome

Performance outcome: The pilot program will prepare telephone sales representatives to make cold calls to fortune 500 firms that result in demos being scheduled for cybertop systems.

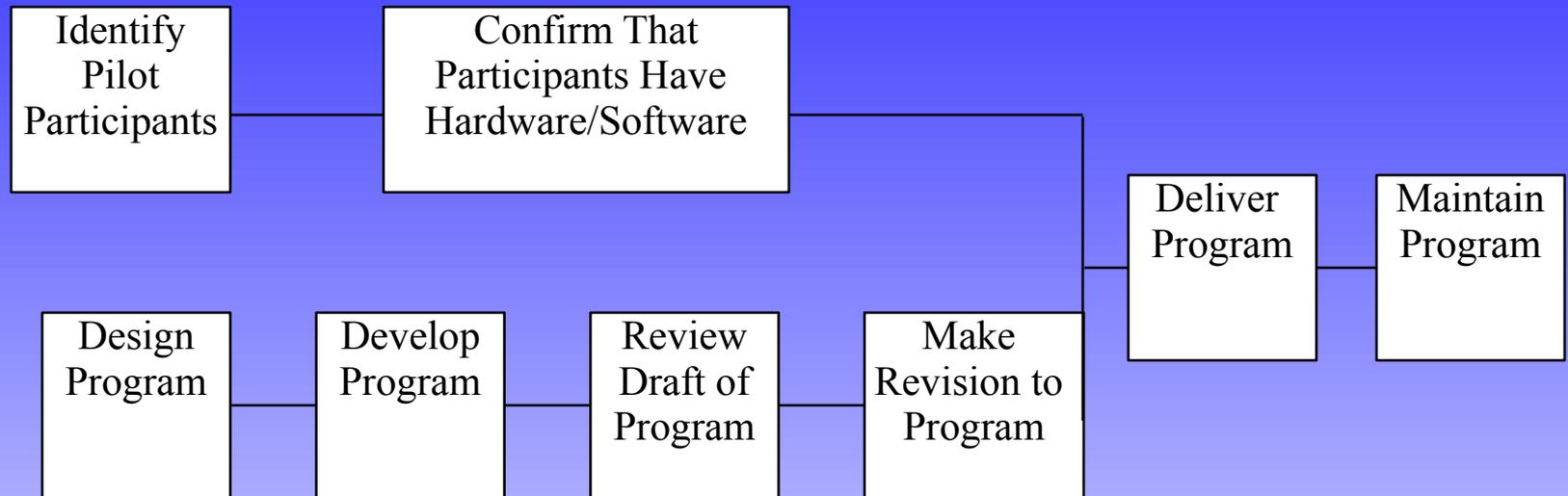
Cybertop Pilot Program

Audience



Audience: Pilot participants will be telephone sales representatives with less than one year of experience selling into new or established fortune 500 accounts.

The Pilot Process



Web-based Training Roles



[Name], project manager

[Name], instructional designer(s)

[Name], system managers

[Name], subject-matter expert(s)

[Name], learners

[Name], learners' manager(s)

[Name], legal counsel

[Name], editor(s)

[Name], programmer(s)

[Name], graphic artist(s)

[Name], webmaster

[Name], instructor(s)

Timeline



Activity	Start date	End date
Project kick-off meeting	January 12	January 12
Draft Lesson 1 content	January 13	January 23
Draft questions for IRC	January 13	January 23
SME reviews and signs off Lesson 1	January 24	January 30
Revisions to Lesson 1	February 2	February 6
Graphics for Lesson 1	February 12	February 16

The timeline may require several slide to outline all of the project activities and dates.

Benchmarks for Success



This pilot will be termed a successful if the following criterion are met:

Travel costs are reduced by 50 percent

Learners demonstrate mastery of cold-call skills by booking ten demos a week

Design and development of the program can be completed in four-hundred hours

Learners evaluate the experience as 4.5 or higher on the company evaluation and feedback forms

Next Steps



Review the timeline in more detail

Read the design document

Let the project manager know if there are any assumptions that must be corrected

Submit your weekly report and flag any delays

Next Meeting



Location: Rockport conference room

Time: 1:00 P.M.

Date: January 23