

PROJECT NAME Master Logistical Plan YEAR

Trainer Training / Supervisor Training – **LOCATION TBD**

Returning / New Interviewer Training – **LOCATION TBD**

Overview of Trainings

The TBD Project will be conducting the following trainings during DATES TBD:

- Trainer Training – **LOCATION TBD -- DATES TBD**
- Supervisor Training – **LOCATION TBD -- DATES TBD**
- Returning Interviewer Training – **LOCATION TBD -- DATES TBD**
- New Interviewer Training – **LOCATION TBD -- DATES TBD**
- Spanish Training – **LOCATION TBD -- DATES TBD**

The sections that follow outline the logistical plans for each of these training sessions.

Technical Equipment Requirements

Field Managers / Supervisor Production Laptops -- Work Order #TBD

PROJECT will require the following laptops for Field Managers and Supervisors:

- 2 FM
- 7 FSs
- 5 CARI QC FS
- 5 CARI Clerks
- 1 Hotline
- 5 Spares
- 10 Laptops for non-FS and FM Trainer Training Staff FOR TRAINER TRAINING
- 2 Instructor Laptops for Trainer and Supervisor Training
- 10 Instructor Laptops for Training

47 Total

The following are requirements:

Laptops and Accessories:

- 47 HP 840 G8 Laptops
- 47 AC Adapters / Power Cords
- 47 External Mice / Mouse Pads
- 47 3 – 2 prong electrical adapters
- 47 6 ft Extension Cords
- 47 Carrying Cases

47 Shipping Boxes

Required Software Load and Schedule:

The project will deliver a master configuration and cloning will occur on the following schedule:

Schedule:

DATE TBD Review Supervisor Sample with MS Office prepared from Interviewer Master in Requirement 1 above and ready by noon.

Sign off on image by cob.

DATE TBD PC Tech images Supervisor Sample as the Final Supervisor Configuration, and Supervisor laptops will be cloned from this image.

Cloned units to project. Deliver to **WORK SPACE TBD** and contact **STAFF TBD**.

DATE TBD Customize, QC, Track, and Pack

NOTE: FM and FS staff will use their Production laptops for trainer training and will keep them for the field period.

Non-FM / FS staff attending trainer training will be assigned a generically customized training laptop just for the training session. These laptops will be collected at the conclusion of trainer training and will be surrendered.

Assign 1 laptop to hotline

DATE TBD Ship CARI QC laptops via FedEx Overnight Priority Service

DATE TBD Deliver CARI QC laptops to field staff

DATE TBD Ship Clerk laptops via FedEx Overnight Priority Service

DATE TBD Deliver Clerk laptops to field staff

NOTE: Training presentation files will be loaded on the instructor laptops for Trainer, Supervisor and Interviewer Training as post-cloning updates.

Printers for Field Managers and Supervisors -- Work Order #TBD

PROJECT will require the following printers for Supervisors and Managers:

- 9 All-in-One Printers / USB printer cables / Power cords
- 9 Spare printer cartridges—charge to **CHARGE CODE TBD**
- 9 Shipping boxes

Printers are needed on DATE TBD. Deliver to **WORK SPACE TBD** and contact **STAFF TBD**.

Printers will be shipped to Field Managers and Supervisors after training.

Production Interviewer Laptop Requirements for Current Interviewer Staff and New Hires Training-- **Work Order #TBD**

PROJECT will require the following interviewer laptops for interviewers

Field Interviewers Production Laptop Requirements:

142 Field Interviewers
 3 Help Desk
 10 Home Office Staff
 20 Spares for Training

175 Total

The following are requirements:

Laptops and Accessories:

175 HP 840 G8 Laptops
175 AC Adapters / Power Cords
175 External Mice / Mouse Pads
175 3 - 2 prong electrical adapters
175 6 ft Extension Cords
175 Ethernet Cables
175 Carrying Cases
175 Shipping Boxes

Required Software Load and Schedule:

The project will deliver a master configuration and cloning will occur on the following schedule:

DATE TBD	Master for audit and approval by noon. Approved master to PC Tech for imaging and cloning
DATE TBD	Sample clones for testing and sign off by noon
DATE TBD	Begin Cloning. Deliver on a flow basis to WORK SPACE TBD and contact STAFF TBD .
DATE TBD	End Cloning
DATE TBD	Customize, QC, Track, and Pack
DATE TBD	Ship Laptops to Returning Staff for home study via FedEx Overnight Service Assign Help Desk, Home Office and Client units.
DATE TBD	Deliver laptops to Returning Staff
DATE TBD	Ship Laptops to New Hires for home study via FedEx Overnight Service
DATE TBD	New Hires Laptops delivered to field staff

NOTE: Training Spares will be prepared and transported to training with other equipment and materials.

Production Interviewer Barcode Scanner Requirements -- Work Order #TBD

PROJECT will require 160 Symbol Bar Code Scanners for Production Interviewers and training staff: The following are requirements:

160 Symbol Bar Code Scanners / Cables (DS6707-SRBU0100ZR)

Bar Code Scanners are needed on **DATE TBD**. Please deliver to **WORK SPACE TBD** and contact **STAFF TBD**.

iPhone Requirements

The **PROJECT** will require the following iPhones for their data collection period:

140 data collectors
9 field managers and supervisors
6 trainers
3 testing and helpdesk staff

The trainer phones will be returned at the end of training and can be used as spares.

iPad Requirements

APPLE IPAD AIR 32 GB WIFI ONLY (MD786LL/A) units with the default factory load will be required for Trainer / Supervisor Training and Interviewer Training sessions. The project will add the required NHATS training files. 1 iPad will be required for Trainer / Supervisor Training by **DATE TBD**. The remaining 7 units will be assigned **DATE TBD** to provide a total of 7 iPads needed for the Interviewer Training Sessions.

iPads will provide a “paperless” solution to training scripts, and instructors will use the iPads to display electronic training scripts for directing (reading) training sessions.

Work Order TBD documents the requirements below:

- Please load all 8 iPads with the default factory load. The project will add the required training files.
- **DATE TBD**: 1 APPLE IPAD AIR 32 GB WIFI ONLY (MD786LL/A) ready for project. Please contact **STAFF TBD** when ready at the Service Center
- **DATE TBD**: Remaining 7 APPLE IPAD AIR 32 GB WIFI ONLY (MD786LL/A) units ready for project. Please contact **STAFF TBD** when ready at the Service Center.

All 8 APPLE IPAD AIR 32 GB WIFI ONLY (MD786LL/A) units will be returned after training on **DATE TBD**.

Trainer Training/Supervisor Training Overview

The **TBD Project** will conduct Trainer Training at **LOCATION TBD** from **DATES TBD** for approximately 30 trainees, and will conduct Supervisor Training in **LOCATION TBD** from **DATES TBD** for approximately 15 training staff. **ROOM TBD** will be set up in U-Shaped configuration facing **ROOM TBD** for Trainer Training. **ROOM TBD** will be set up in U-Shaped configuration facing front for Supervisor Training.

TBD Training Space

The following training space has been reserved:

Room Name	Function	Start Date	End Date
ROOM TBD	Trainer Training (30 attendees)	DATES TBD	DATES TBD
ROOM TBD	Supervisor Training (15 attendees)	DATES TBD	DATES TBD

The sections that follow outline the minimal requirements for this training and include the following topics:

- Training Schedule for Onsite Technical Support Requirements
- Security Requirements

Training Schedule for ROOM TBD Technical Support Requirements

The following table outlines the technical support schedule and requirements for this training session:

Date	Event
DATE TBD	<p>Setup Day</p> <p>12:00 pm –Conference Center Tech Support Team sets up ROOM TBD in U-Shaped configuration facing ROOM TBD for approximately 20 trainees with tables behind the U for 10 observers. Electrical setup required. Project will use wireless networking to access the internet.</p> <p>12:00 pm – Facilities picks up technical equipment at ROOM TBD. NAME TBD will be onsite to identify equipment for transport.</p> <p>12:30 pm – Facilities picks up training materials at ROOM TBD. NAME TBD will be onsite to identify equipment for transport.</p>

Date	Event
	<p>1:00 pm – Facilities delivers technical equipment and training materials to ROOM TBD. NAME TBD will be onsite to receive equipment and materials.</p> <p>1:00 pm – PC Tech sets up Epson Data Projector and Speaker in ROOM TBD, and assists the PROJECT training team with testing the setup. Project will use 1 Fujitsu T902, 1 Epson Data Projector set, and 1 Fender speaker from PC Tech for Trainer Training. 1 Spare Projector and 1 Spare Speaker w/ lapel mic will be provided as well.</p> <p>DataWatch Systems should be armed in ROOM TBD to secure this equipment when room is not in use.</p>
DATE TBD	<p>Trainer Training Day 1 — 8:15 am – 5:15 pm</p> <p>8:00 am – NAME TBD is on hand in ROOM TBD to assist training team with setting up 1 laptop data display set.</p> <p>8:15 am – Recruiters bring machines to be swapped.</p> <p>No Onsite PC Tech support required. Helpdesk staff will be attending training as trainees and onsite for daily technical support / PROJECT Systems staff will be onsite for daily technical support.</p> <p>5:15 pm – Trainer Training Day 1 ends. Helpdesk/PROJECT staff will not need to breakdown equipment because rooms will be armed overnight.</p> <p>DataWatch Systems should be armed in ROOM TBD to secure this equipment when room is not in use.</p>
DATE TBD	<p>Trainer Training Day 2 — 8:15 am – 5:15 pm</p> <p>No Onsite PC Tech support required. Helpdesk/ PROJECT Systems staff will be onsite for daily technical support.</p> <p>5:15 pm – Trainer Training Day 2 ends. Helpdesk/ PROJECT staff will not need to breakdown equipment because rooms will be armed overnight.</p> <p>DataWatch Systems should be armed in ROOM TBD to secure this equipment when room is not in use.</p>

Date	Event
<p>DATE TBD</p>	<p>Trainer Training Day 3 — 8:15 am – 12:00 pm</p> <p>12:00 pm – Helpdesk staff breaks down projector and speaker in ROOM TBD.</p> <p>12:00 pm – Conference Center staff breaks down ROOM TBD only, and resets ROOM TBD in U-Shape configuration facing windows for 15 trainees for Supervisor Training. Include tables behind the U for 10 observers. Electrical wiring required for all tables.</p> <p>Supervisor Training Day 1 — 12:30 pm – 5:30 pm ROOM TBD</p> <p>12:30 pm – Conference Center staff sets up Conference Center data projector and speakers in ROOM TBD for Supervisor Training.</p> <p>12:30 pm – Facilities picks up training materials from ROOM TBD Storage area.</p> <p>1:00 pm – Facilities delivers training materials to ROOM TBD. NAME TBD s will be onsite contact person.</p> <p>3:00 pm – Conference Center staff request Mailroom to pick up packages for FedEx.</p> <p>5:00 pm – FedEx Pickup in ROOM TBD Mailroom.</p> <p>5:30 pm – Supervisor Training ends. RW 5 Conference Center Tech Support Team breaks down ROOM TBD.</p>

Onsite Security Requirements

ROOM TBD are equipped with a DataWatch Security System. If laptops or other technical equipment will be left in the training rooms overnight, training staff should request the Conference Center staff to activate the security system each evening at the conclusion of training.

Interviewer Training Overview

The **Project TBD** will be conducting Interviewer training for approximately 140 trainees at the **HOTEL TBD** in **LOCATION TBD** in two sessions as follows: **DATES TBD**, with Live Practice on **DATES TBD**, and **DATES TBD**, with Live Practice on **DATES TBD**.

Hotel contact information is:

HOTEL TBD

The sections that follow outline the plans for this training and include the following topics:

- Hotel Meeting Rooms and Schedules
- Registration Requirements
- Training Schedule for Onsite Technical Support Requirements
- Technical Support Help Desk
- Systems / Technical Support Staff Plan
- Facilities Transport Plans
- Other Technical Equipment Requirements
- FedEx Shipping Requirements at the Conclusion of Training
- Onsite Security Requirements
- High Speed Internet Requirements
- **HOTEL TBD** Meeting Space Floor Plan
- Room Configuration Plans (**HOTEL TBD**)

Hotel Meeting Rooms and Schedules

The training will require the following space at the **LOCATION TBD**:

- 6 Training Breakouts for Session 1, 3 Training Breakouts for Session 2
- 6 Live Practice Rooms
- 1 Project Office and Equipment Secure Storage
- Registration Stations

The following rooms have been reserved for **PROJECT TBD** Training at the **HOTEL TBD**:

HOTEL TBD Training Rooms	Function & Session	Start Date / Time	End Date / Time
ROOM TBD	Project Office/Equipment Storage for both Sessions	DATES TBD	DATES TBD
ROOM TBD	Training Breakout for both Sessions	DATES TBD	DATES TBD
ROOM TBD	Training Breakout for both Sessions	DATES TBD	DATES TBD
ROOM TBD	Training Breakout for both Sessions	DATES TBD	DATES TBD
ROOM TBD	Training Breakout for Session 1 only	DATES TBD	DATES TBD
ROOM TBD	Training Breakout for Session 1	DATES TBD	DATES TBD
ROOM TBD	Training Breakout for Session 1	DATES TBD	DATES TBD
ROOM TBD	Live Practice Session 1 Live Practice Session 2	DATES TBD	DATES TBD
ROOM TBD	Live Practice Session 1 Live Practice Session 2	DATES TBD	DATES TBD
ROOM TBD	Live Practice Session 1 Live Practice Session 2	DATES TBD	DATES TBD
ROOM TBD	Live Practice Session 1 Live Practice Session 2	DATES TBD	DATES TBD
ROOM TBD	Live Practice Session 1 Live Practice Session 2	DATES TBD	DATES TBD
ROOM TBD	Live Practice Session 1 Live Practice Session 2	DATES TBD	DATES TBD

All training rooms will be set up in U-shaped configuration for approximately 20 trainees and guests. Refer to the Appendix at the end of this document to review a floor plan for the location of training rooms in this hotel.

Registration Requirements

The project will conduct registration at each training session as follows:

Session 1 Main	DATE TBD	5:00 pm – 7:00 pm
Session 1 Late	DATE TBD	6:30 am – 8:00 am
Session 2 Main	DATE TBD	5:00 pm – 7:00 pm
Session 2 Late	DATE TBD	6:30 am – 8:00 am

Registration for Session 1 will be held on the 2nd Floor Landing with 3 Stations for paperwork. A total of 5 tables will be required (2 for Check-in, 1 for Photographs, and 1 for Miscellaneous). The computer Help Desk will be held in the hallway/Registration area.

Registration for Session 2 will be held on the 2nd Floor Lobby Level with 3 Stations for paperwork. A total of 5 tables will be required (2 for Check-in, 1 for Photographs, and 1 for Miscellaneous). The computer Help Desk will be held in the hallway/Registration area.

Training Schedule for Onsite Technical Support Requirements

The following table outlines the major onsite technical support requirements for NHATS Interviewer Training Sessions:

Date	Event
DATE TBD	<p>Session 1 Delivery and Setup Day</p> <p>11:00 am – Pre Conference</p> <p>12:00 pm – Facilities picks up technical equipment at ROOM TBD. NAME TBD will be onsite to identify equipment for transport.</p> <p>12:30 pm – Facilities picks up training materials at ROOM TBD. NAME TBD will be onsite to identify materials for transport.</p> <p>2:00 pm – Technical equipment delivered to ROOM TBD. NAME TBD will be onsite to receive and store technical equipment securely.</p> <p>3:00 pm – PC Tech onsite support required to setup 6 Training Breakouts: ROOM TBD should be setup in U-shaped configuration for approximately 20 trainees each. Setup must be completed by end of day.</p> <p>Note: WiFi needed in all 6 Training Rooms (not Live Practice Rooms) for up to 20 connections in each room.</p> <p>4:00 pm – 5:00 pm Training Staff meeting ROOM TBD</p>

Date	Event
	5:00 pm – 7:00 pm – Registration for Session 1
DATE TBD	<p>Session 1 Training Day 1 — 8:15 am – 5:30 pm</p> <p>6:30 am – 8:00 am – Late Registration</p> <p>7:30 am – Daily Projector/Speaker/Instructor Laptop Setup</p> <p>No Onsite PC Tech support required. Helpdesk/PROJECT Systems staff will be onsite for daily technical support.</p> <p>5:00-5:30 pm – Transmit to pick up cases</p> <p>5:30 pm – Session 1 Training Day 1 ends.</p> <p>6:00 pm – Daily Projector/Speaker/Instructor Laptop Breakdown</p>
DATE TBD	<p>Session 1 Training Day 2 — 8:15 am – 5:30 pm</p> <p>7:30 am – Daily Projector/Speaker/Instructor Laptop Setup</p> <p>No Onsite PC Tech support required. Helpdesk/ PROJECT Systems staff will be onsite for daily technical support.</p> <p>5:30 pm – Session 1 Training Day 2 ends.</p> <p>6:00 pm – Daily Projector/Speaker/Instructor Laptop Breakdown</p>
DATE TBD	<p>Session 1 Training Day 3 — 8:00 am – 12:45 pm, Delivery Day, and Session 2 Registration</p> <p>7:00 am – Hotel sets up ROOMS TBD for Live Practice Configuration for 25 stations. Setup must be completed by 8:00 am. No electrical wiring required. Laptops will run on battery, therefore, no PC Tech setup is required for Live Practice. Setup should include 1 small table and 3 chairs at each station.</p> <p>7:30 am – Daily Projector/Speaker/Instructor Laptop Setup</p> <p>8:00 am – 12:30 pm – Live Practice Interviews</p> <p>No Onsite PC Tech support required. Helpdesk/ PROJECT Systems staff will be onsite for daily technical support.</p> <p>12:30 pm – Facilities picks up training materials at ROOM TBD. NAME TBD s will be onsite to identify materials for transport.</p>

Date	Event
	<p>12:45 pm – Session 1 Training Day 3 ends. Session 1 Trainees pack boxes for FedEx shipping.</p> <p>1:00 pm – Hotel staff collects boxes for FedEx pickup.</p> <p>1:00 pm – Daily Projector/Speaker/Instructor Laptop Breakdown.</p> <p>1:00 pm – Helpdesk staff breaks down wiring in ROOMS TBD.</p> <p>2:00 pm – Facilities delivers training materials to ROOM TBD. NAME TBD will be onsite to receive and store training materials securely.</p> <p>2:30 pm – Facilities picks up Session 1 training materials from ROOM TBD. NAME TBD will be onsite to identify materials for pickup.</p> <p>3:30 pm – FedEx picks up approximately 100 boxes.</p> <p>4:00 pm – Facilities delivers training materials to ROOM TBD. NAME TBD will be onsite to receive materials.</p> <p>5:00 pm – 7:00 pm – Registration for Session 2.</p>
DATE TBD	<p>Session 2 Training Day 1 — 8:15 am – 5:30 pm</p> <p>6:30 am – 8:00 am – Late Registration</p> <p>7:30 am – Daily Projector/Speaker/Instructor Laptop Setup</p> <p>Note: WiFi needed in all 5 Training Rooms (not Live Practice Rooms) for up to 20 connections in each room.</p> <p>5:30 pm – Session 2 Training Day 1 ends.</p> <p>5:30 pm – 6:00 pm – Daily Projector/Speaker/Instructor Laptop Breakdown</p>
DATE TBD	<p>Session 2 Training Day 2 — 8:15 am – 5:30 pm</p> <p>7:30 am – Daily Projector/Speaker/Instructor Laptop Setup</p> <p>5:30 pm – 6:00 pm – Daily Projector/Speaker/Instructor Laptop Breakdown</p>
DATE TBD	<p>Session 2 Training Day 3 — 8:15 am – 5:30 pm</p> <p>7:30 am – Daily Projector/Speaker/Instructor Laptop Setup</p>

Date	Event
	<p>No Onsite PC Tech support required. Helpdesk/PROJECT Systems staff will be onsite for daily technical support.</p> <p>5:30 pm – Session 2 Training Day 3 ends.</p> <p>5:30 pm – 6:00 pm – Daily Projector/Speaker/Instructor Laptop Breakdown</p>
<p>DATE TBD</p>	<p>Session 2 Training Day 4 — 8:15 am – 5:30 pm</p> <p>7:30 am – Daily Projector/Speaker/Instructor Laptop Setup</p> <p>No Onsite PC Tech support required. Helpdesk/ PROJECT Systems staff will be onsite for daily technical support.</p> <p>5:30 pm – Session 2 Training Day 3 ends.</p> <p>5:30 pm – 6:00 pm – Daily Projector/Speaker/Instructor Laptop Breakdown</p>
<p>DATE TBD</p>	<p>Session 2 Training Day 5 — 8:15 am – 5:30 pm</p> <p>7:30 am – Daily Projector/Speaker/Instructor Laptop Setup</p> <p>No Onsite PC Tech support required. Helpdesk/ PROJECT Systems staff will be onsite for daily technical support.</p> <p>9:00-10:00 am – Transmit to pick up cases</p> <p>12:30 pm – STAFF TBD sets up speaker for in ROOMS TBD.</p> <p>1:45-2:15 pm – Plenary Session in ROOMS TBD.</p> <p>5:30 pm – Session 2 Training Day 3 ends.</p> <p>5:30 pm – 6:00 pm – Daily Projector/Speaker/Instructor Laptop Breakdown</p>
<p>DATE TBD</p>	<p>Session 2 Training Day 6 — 8:00 am – 5:30 pm</p> <p>7:00 am – Hotel sets up ROOMS TBD for Live Practice Configuration for 20 stations. Setup must be completed by 8:00 am. No electrical wiring required. Laptops will run on battery, therefore, no PC Tech setup is required for Live Practice. Setup should include 1 small table and 3 chairs at each station.</p> <p>7:30 am – Daily Projector/Speaker/Instructor Laptop Setup</p>

Date	Event
	<p>No Onsite PC Tech support required. Helpdesk/ PROJECT Systems staff will be onsite for daily technical support.</p> <p>8:00 am – 9:30 pm – Live Practice Interviews</p> <p>5:30 pm – Session 2 Training Day 5 ends.</p> <p>5:30 pm – 6:00 pm – Daily Projector/Speaker/Instructor Laptop Breakdown</p>
DATE TBD	<p>Session 2 Training Day 7 — 8:15 am – 12:45 pm</p> <p>7:30 am – Daily Projector/Speaker/Instructor Laptop Setup</p> <p>Helpdesk/NHATS Systems staff will be onsite for daily technical support.</p> <p>PC Tech onsite support required for breakdown and final equipment return.</p> <p>12:00 pm – Session 2 Trainees pack boxes for FedEx shipping.</p> <p>12:45 pm –Interviewer Training ends.</p> <p>1:00 pm – PC Tech breaks down all training rooms except ROOM TBD. Return data projector equipment to ROOM TBD for packing.</p> <p>1:00 pm – Hotel staff collects boxes for FedEx pickup.</p> <p>1:30 pm – 5:30 pm – Spanish Training in ROOM TBD for approximately 4 new FIs.</p> <p>2:00 pm – Facilities picks up all technical equipment and training materials. NAME TBD will be onsite to identify equipment and materials for pickup.</p> <p>4:00 pm – Facilities delivers technical equipment to ROOM TBD. NAME TBD will be onsite to receive equipment and process it for surrender to PC Tech.</p> <p>4:00 pm – FedEx picks up approximately 40 boxes.</p> <p>4:30 pm – Facilities delivers training materials to ROOM TBD. NAME TBD will be onsite to receive training materials.</p> <p>5:30 pm – Spanish Training in ROOM TBD ends. NAME TBD will be responsible for the breakdown of ROOM TBD and the transfer and surrender of the data projector and electrical wiring used for Spanish</p>

Date	Event
	training. Equipment will be surrendered at LOCATION TBD on DATE TBD .

PC Tech Onsite Support

PC Tech will provide limited onsite support only on the following days for the purpose of setup and breakdown:

DATE AND TIME TBD. Session 1 – **STAFF TBD** conduct initial setup of office and training rooms.

DATE AND TIME TBD. Session 2 – **STAFF TBD** break down all rooms except for **ROOM TBD**, and pick up equipment for return.

For the duration of training, PC Tech will designate an “on-call” technician to assist via telephone in the event that such support is required. During standard business hours please contact **STAFF TBD**. **STAFF TBD** will identify the appropriate technician to follow up. For weekend support, please contact **STAFF TBD**. **STAFF TBD** will also be the “on-call” contact.

Technical Support Help Desk

Systems Support staff will operate a Technical Support help desk at Training from **DATE TBD**. The systems support staff will operate out of **ROOM TBD**.

The Help Desk will remain open daily during standard training hours to provide training support, as noted in the daily support plan.

Systems / Technical Support Staff

A project technical support team will operate a training technical support desk at training. The following table identifies PC Tech and NHATS Systems staff and their required travel schedules:

Staff	Travel to College Park	Return from College Park
PC Tech Staff – STAFF TBD	DATE AND TIME TBD	DATE TBD
PC Tech Staff – STAFF TBD	DATE AND TIME TBD	DATE TBD
Systems Staff – STAFF TBD	DATE AND TIME TBD	DATE TBD
Systems Staff – STAFF TBD	DATE AND TIME TBD	DATE TBD
Helpdesk Staff – STAFF TBD	DATE AND TIME TBD	DATE TBD

Facilities Transport between **LOCATION TBD** and **HOTEL TBD**

The schedule below outlines Facilities transfer of technical equipment and training materials to and from **HOTEL TBD**.

NOTE: **PROJECT** Staff will confirm all pickup and delivery times with Facilities no later than **DATE TBD**.

DATE TBD - Transport from **LOCATION TBD to **HOTEL TBD****

PROJECT Training equipment and materials will be transported from **LOCATION TBD** to **HOTEL TBD** loading dock (see **NOTE** below) on **DATE TBD** by Facilities Services on the following schedule:

12:00 pm. Facilities picks up technical equipment from **ROOM TBD**. **STAFF TBD** will be onsite to identify equipment for transport.

12:30 pm. Facilities picks up training materials from **ROOM TBD**. **STAFF TBD** will be onsite to identify materials for transport.

2:00 pm. Facilities delivers materials and equipment to **HOTEL TBD**. Items should be delivered to **ROOM TBD** where **STAFF TBD** will meet Facilities.

NOTE: Directions to **HOTEL TBD** and the location of the loading dock can be found in Appendix F at the end of this document.

DATE TBD - Transport from **LOCATION TBD to **HOTEL TBD** and Return to **LOCATION TBD****

PROJECT Training materials will be transported from **LOCATION TBD** to **HOTEL TBD** loading dock (see **NOTE** below) on **DATE TBD** by Facilities Services on the following schedule:

12:30 am – Facilities picks up training materials at **ROOM TBD**. **STAFF TBD** will be onsite to identify materials for transport.

2:00 pm – Facilities delivers training materials to **ROOM TBD**. Items should be delivered to **ROOM TBD** where **STAFF TBD** will meet Facilities.

2:30 pm – Facilities picks up training materials from **ROOM TBD**. **STAFF TBD** will be onsite to identify materials for pickup.

4:00 pm – Facilities delivers training material to **ROOM TBD**. **STAFF TBD** will be onsite to receive materials.

DATE TBD - Transport from HOTEL TBD to LOCATION TBD

PROJECT Training equipment and materials will be transported from **HOTEL TBD** to **LOCATION TBD** on **DATE TBD** by Facilities Services on the following schedule:

2:00 pm – Facilities picks up all technical equipment and training materials from **ROOM TBD**. **STAFF TBD** will be onsite to identify equipment and materials for pickup.

4:00 pm – Facilities delivers technical equipment to **ROOM TBD**. **STAFF TBD** will be onsite to receive equipment and process it for surrender to PC Tech.

4:30 pm – Facilities delivers training material to **ROOM TBD** training materials.

Other Technical Equipment Requirements

The project will require the following equipment at training:

8 Epson H476020 Data Projector sets (1 per training room and 2 spares) with standard cables and remote controls included packed in pelican carriers

Note: Please pack 6 of the data projectors in individual pelican carriers. The 2 spares can be packed 2 per pelican carrier.

8 Fender Speaker Systems

8 Wireless presentation mice

Network Routers/Switches for use in Project Office

8 HDMI Cables to allow use of 2 laptops on each data projector

15 VGA Cables to allow use of 2 laptops on each data projector

9 ft Ethernet cables for tech setup in room

1 Brother Multifunction All-in-One Printer

1 Laser Printer

1 Spare toner cartridge for Brother All-in-One Printer

1 Spare toner cartridge for Laser Printer

2 Rubbermaid Carts

4 Flatbed Rubbermaid Carts

4 Pelican carriers for transporting spare and loaner laptops

Wiring for 6 training rooms— U-shaped for up to 18 trainees each

Wiring for 1 Office

30 Extra 6 ft. Extension Cords

12 Extra Power Strips

Extra batteries for Data Projector Remote Controls

Other Standard PC Tech Support Supplies (spare mice, AC Adapters/Power Cords, 3 loaner laptops packed in 2 pelican carriers)

FedEx Shipping Requirements at the Conclusion of Training

At the conclusion of each training session, field staff will be shipping approximately 215 boxes of training materials and other equipment via FedEx Overnight Service to their homes. Trainees will pack their boxes on the final day of training for each session, as follows:

DATE AND TIME TBD – Session 1 Trainees pack boxes for shipping.
Boxes moved to Hotel Shipping and Receiving for pickup.

DATE AND TIME TBD – All Session 1 boxes shipped via FedEx.

DATE AND TIME TBD – Session 2 Trainees pack boxes for shipping.
Boxes moved to Hotel Shipping and Receiving for pickup.

DATE AND TIME TBD – All Session 2 Trainees boxes shipped via FedEx.

The Travel Office will make the arrangements with the hotel for storing the required boxes in the Shipping and Receiving Department, as outlined in the above schedule.

Project will not use **COMPANY** Bulk Label process. **STAFF TBD** will be responsible for generating and distributing the air bills.

Onsite Security Requirements

ROOM TBD has been identified as the secure storage location for equipment at this training. Data projectors, spare laptops, training servers and other technical equipment will be moved into **ROOM TBD** upon delivery on **DATE TBD**. These rooms will be re-keyed with access only provided to **COMPANY**. Since interviewer laptops were sent in advance for home study and since a limited number of spares will be onsite, no additional security guard is required.

COMPANY staff will be responsible for the daily security of all equipment in training rooms and secure storage for the duration of the training. Equipment will need to be monitored in training rooms during breaks and lunch. Interviewers and instructors will need to hand-carry their laptops to and from the training rooms each day. Data Projectors, instructor laptops, and other technical equipment will need to be moved to Secure Storage in **ROOM TBD** each evening and reset in training rooms each morning. Technical equipment should be monitored at all time. At the conclusion of the training day, equipment should be returned to secure storage in **ROOM TBD**.

High Speed Internet Requirements

The **PROJECT** will utilize **HOTEL TBD** Wi-Fi for the duration of Returning/New Interviewer Training.

Appendix A: HOTEL TBD Meeting Floor Plan

FLOOR PLANS FORTCHCOMING

Appendix B: Training Layouts for HOTEL TBD

LAYOUTS FORTCHCOMING

Appendix C: Trainer Training Agenda

AGENDA FORTCHCOMING

Appendix D: Supervisor Training Agenda

AGENDA FORTCHCOMING

Appendix E: Returning Interviewer Training Agenda

AGENDA FORTCHCOMING

Appendix F: New Interviewer Training Agenda

AGENDA FORTCHCOMING

Appendix G: Directions to HOTEL TBD

MAP FORTHCOMING