

## **FMMI Training Approach....Building Knowledge and Skills**

**FMMI is the Financial Management Modernization Initiative.**

The mission of the FMMI Training and Performance Support approach is to:

- \$ Prepare the end-users and other support personnel how to navigate within the new processes, procedures, and systems being implemented under the FMMI program
- \$ Ensure each FMMI user has the knowledge, skills, and tools to succeed in their new work environment

### **The FMMI Training Curriculum**

- \$ Uses a multi-level, building-block approach to transition yet support users from the high-level FMMI concepts to mastering specific role(s) within the FMMI system.
- \$ Includes a blended learning approach:
  - o Instructor Led Training (ILT): Classroom-based facilitated by an instructor to allow for interactive, hands-on learning
  - o Self-study Web-based Training (WBT): Self-paced FMMI course work allows user's the freedom and convenience AgLearn offers.

#### **100 Level – Introduction to FMMI**

- \$ *An overview of the FMMI program and develops further awareness of the impact of FMMI on roles at USDA*
- \$ *Includes FMMI definitions, financial concepts, rationale behind the FMMI program, reasons for change, changes to the high level processes, roles, benefits of the new processes and systems, and impacts to the business*
- \$ *Illustrates end-to-end scenarios to help users understand how processes, roles, and system functionality work together in FMMI's integrated system solution*

#### **200 Level – Process Overview**

- \$ *Describes the structure of the FMMI system and how it executes the core "to-be" processes*
- \$ *Provides a high-level understanding of the core financial processes within the FMMI system*
- \$ *Includes the core process flow, key concepts, conceptual changes to the financial processes, and roles aligned to those processes*

#### **300 Level – System Navigation**

- \$ *Provides hands-on practice navigating the FMMI Portal and FMMI system*
- \$ *Includes log-on procedures, use of icons, key navigation concepts, menu selections and paths, tool bars, reports, and FMMI Online Help.*

#### **400 Level – Role-Based**

- \$ *Provides hands-on training and detailed instructions on how to use the FMMI system to execute system transactions and manual procedures*
- \$ *Includes business concepts, definitions, roles, learning how to perform detailed transactions, data entry, using application functionality, and performing manual procedural steps*

## **\* FMMI Newsflash - #3 \***



### **FMMI Training Tools and Materials**

In addition to the traditional hard copy training materials (i.e. participant guides and job aids), users will have on-line Training tools to support learning:

- \$ **Simulations** - Application tutorials provide simulated FMMI transactions for users in a safe environment to practice and learn how to process transactions in FMMI.
- \$ **FMMI Online Help** - Web-based tool gives users on-line documentation, job aids and specific topic search to provide step-by-step procedures, manual transactions, and process information. This is available to FMMI users during training and post Go-Live.

### **FMMI Training Delivery**

Your Agency or Staff Office Implementation Team (**Insert Agency/SO responsible contact**) will communicate training schedules in the May and June time frame. 100 Level training is targeted to begin the end of June.

### **Continue to learn what's new!**

We will continue to provide additional information on the FMMI training approach and delivery schedule. If you have any questions, please contact:

Implementation Lead: (**Insert Agency/SO Implementation Leads**)

Training Lead: (**Insert Agency/SO Training Lead**)