



## **Subject: FPA Training Strategy Executive Summary**

### **FPA PM Training Program Objectives**

The objective of the FPA PM end-user training is to develop and deliver training to ensure that end users:

- ❑ Understand the new business processes.
- ❑ Understand their job roles.
- ❑ Can use FPA PM and PCHA to perform job-critical tasks.
- ❑ Can effectively perform FPA PM tasks on the job with minimal support after training.

### **Audience Analysis**

Within these entities, the team identified several groups of users, representing varying levels of experience and responsibility. These groups include users who:

- ❑ Perform FPU analysis:
  - FPU fire planning specialists.
  - Journeymen fire planners with NFMAS experience.
  - Fire planners with NFMAS training but no experience.
  - Fire planners with FirePro and FireBase experience.
  - Individuals with no fire planning experience.
- ❑ Oversee and use FPU analysis results: budget formulation...
  - Line officers, resource specialists, and fire program managers.
- ❑ Manage fire programs including FPU analysis results:
  - Mid-level (state and regional) and national organization fire planning specialists.

### **Evaluation of Training Methods**

The FPA team identified eight alternative training methods for evaluation. During planning workshops, the team selected and weighted evaluation criteria for use in selection of training methods. These criteria are, in ranked order:

- ❑ Effectiveness.
- ❑ Ability to develop and implement the selected method within the time constraints.
- ❑ Cost.
- ❑ Availability of personnel and resources.
- ❑ Availability of technology.

## **Evaluation**

After the eight candidate methods had been identified and evaluation criteria established, the team performed a brief evaluation. During the evaluation, it became clear that the training methods essentially fell into one of two categories: self-directed training or classroom training. Development and implementation strategies for each method were discussed, and are presented in later sections of this plan.

## **Proposed Methods**

Based on the assessment of training requirements and available methods, the team determined that the following training units are needed:

- ❑ PCHA training upgrade for current users.
- ❑ PCHA training for new users.
- ❑ Full FPA training for fire planners.
- ❑ Summary-level FPA training for managers and line officers.
- ❑ FPA training for fire program managers.
- ❑ Workshop for National/Regional/State fire planners.

## **Strategy for Ongoing User Support**

Help desk and user support for users both during and after training were considered at a conceptual level only. At this time, the team recommends that existing help desk organizations, including the ROSS and USFS help desks, be used for support during the initial training effort. Later in the program, a more focused FPA help system could be developed.

Further planning for help resource implementation will be done at a later time.

## **Interrelationships with PCHA**

This tool aids in analysis of historic wildland fire occurrence and weather data for wildland fire planning.

## **Training Prerequisites**

The team anticipates that FPA PM training will be administered to teams of fire planning specialists and managers. As discussed in Section 2.2, Audience Analysis, the potential end-user groups represent a wide range of fire planning knowledge and experience. Because the training will be delivered in modules, each module will have its own prerequisites.

- Computer skills
- Understanding of GIS
- Understanding of land management planning processes (LMP):
- Understanding of fire management planning processes and principles:
- Knowledge of National Fire Danger Rating System (NFDRS) inputs and outputs, including:
- Knowledge of the Fire Behavior Prediction System (FBPS) modeling concepts, inputs, and outputs, including:
- General knowledge of the budget formulation process.

## **TRAINING RECOMMENDATIONS**

The training team has made the following assumptions:

- ❑ Depending on the trainee's experience level, position, and degree of involvement with FPA, training will be either self-directed or classroom-based.
- ❑ To the extent possible, training materials will be designed so that they can be used within several training courses.
- ❑ Portions of the training materials will be leveraged from existing PCHA tutorial, which was developed using TrainerSoft. This software could be used for further development, although other software, such as MS PowerPoint, should be adequate.

### **Recommended Training Strategy**

Based on the results of the alternatives evaluation the training team has broken the FPA PM training program into the following subsets:

- ❑ Historical Analysis Tutorial for current PCHA users. These users will receive self-directed training. The training will be provided on a CD or over the Web in combination with the PCHA User Guide. The Course Leader will be an individual from Bighorn Information Systems.
- ❑ Historical Analysis for new PCHA users. These users will receive 16 to 24 hours of hands-on computer-based classroom training. The training will be supplemented with a CD, written training materials, trainer presentation materials, and the PCHA User Guide. The Course Leader will be an individual from Bighorn Information Systems.
- ❑ Fire Program Analysis for all users. This users will receive 32 to 40 hours of hands-on computer-based classroom training. The training will be supplemented with a FPA training CD, trainer presentation materials, FPA-PM User Guide, and FPA-PM Reference Guide. The Course Leader will be Federal with individual lessons developed by IBM and agency personnel.
- ❑ Fire Program Analysis for managers and line officers. This training unit is envisioned as a 2 to 4 hour course. It will use the FPA training CD, handouts, and other training materials. The Course Leader will be Federal.
- ❑ Fire Program Analysis for fire program managers. This training unit is envisioned as a 8 to 16 hour course. It will use the FPA training CD, handouts, the FPA-PM Reference Guide, and other training materials. The Course Leader will be Federal.
- ❑ Fire Program Analysis for National/Regional/State fire planners. This training unit would be delivered as a 6 to 8 hour workshop in FY 05, and will thereafter be integrated into normal management meetings. It will use the FPA and PCHA information as appropriate. The Course Leader will be Federal.
- ❑ Help Desk staff. Training needs for this group have not yet been determined. These individuals will have receive full FPA training and be competent users of the system. Course Leader to be determined.

### **Training Design**

Training development and format will conform to the National Wildfire Coordinating Group (NWCG) Course Development and Format Standards (Sixth Edition, 2003). To the extent possible, all new training materials will be leveraged from existing materials, such as the current PCHA tutorial.