

ANSWERS TO QUESTIONS - 1

1. How many modules do you expect the multimedia training to contain? (We are assuming you require one module per subject/functional area that resides on the SharePoint site.)

* Answer: Key assumption should be three major modules, each targeting a specific audience type, and each containing a predetermined set of topics and/or features. It must inform three different audiences (Project Managers, Business and Technical Staff, Stakeholders and Customers) about the aspects of the SharePoint site that are appropriate to each audience.

2. In order to demonstrate the functionality in the SharePoint site, will it be sufficient to cycle through the screens/steps of each component, explaining each with narration? Or do you require the vendor to develop a story line illustrating a real-world application of the concepts?

* Answer: Open to recommendations for best overall presentation, delivery, and alignment with stated goals

3. Have you developed a story line or any story board concepts for any of the training, or will we be required to develop that from scratch?

* Answer: There are defined workflows in support of key processes to be executed by role and function that could serve that purpose

4. Will we have existing instructional training content to work with when developing the multimedia modules or will we be required to develop this from scratch?

* Answer: Yes. Will need to review and assess for fit and reuse

5. If we can leverage existing content, in what format does it exist?

* Answer: MS Word, Visio, or PowerPoint

6. Have you developed any scripts, or will we be required to develop that from scratch?

* Answer: Scripts are available via test plans and scripts for working through the system. May need adjustments/optimizations for appropriate reuse

7. Will the multimedia portion serve as a training aid and presentation tool in concert with other tools?

* Answer: Yes

8. Are you looking for us to develop 30 minutes worth of self-running multimedia content, or is the total length of the live presentation 30 minutes? (Will the presenter be starting and pausing the multimedia narrative while talking?)

* Answer: Presenter may select a particular audience type, topic, or feature from which to start or pause as part of the overall presentation while talking

* Answer: Key presentation attributes

1. Self-running
2. 30M total duration
3. Navigable
4. Audio narration
5. Application screen capture

9. We assume that we will have appropriate access to the SharePoint site in final format for use in screen captures. Is this correct?

* Answer: Yes