

# HOW TO CREATE AN ON-BASE CA CLASS

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# AGENDA

- What you'll need to be successful
- Find the need- create a needs assessment survey
- Connect with the Installation Commander and base stakeholders
- Orientation and Marketing
- Create registration window
- Connect the class
- Spread the word
- Do it again!



# TOOLS TO BE SUCCESSFUL

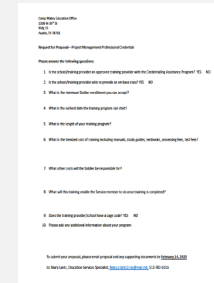
- Installation Access Request for Schools/Vendors who visit the base
- A subscription to survey monkey has been invaluable to this process
  - Serves as a great data collector for email address, demographics
  - Ability to export data to excel
  - View summary results instantly
- Relationship with TAG, PAO, and Installation Commander
- Time to commitment (20-30 hours/month)
- Support- Supervisor, Ed Center, Vendor
- Established marketing avenue
- Taking feedback on how to do it better

# FIND THE NEED

- Create a needs assessment
  1. Would you be interested in a credentialing training class like Project Management Professional or Professional Human Resources, if it was hosted here on Camp Mabry?
  2. What credentialing would be most useful to you?
  3. Would you be interested in a class in the Morning (0800-1200), afternoon (1200-1700), or evening(after 1700)?
  4. What length of training would best work for you?
  5. Would it make a difference to you if the training was offered by a university/college vs. an independent training provider?
  6. The Credentialing Assistance Program provides \$4000/FY to pay for credentialing training including exams, materials, textbooks, and fees. How important is it to you to make sure that you have little to no out-of-pocket expenses for this training?
  7. What is your rank?
  8. When would you be interested in starting this class?
  9. Are you in the local commuting area of Camp Mabry?
  10. What is your employment status?

# REQUEST FOR PROPOSALS

- Is school/training provider a DoD MOU Signatory? YES NO
- Is the school/training provider able to provide on-base class? YES NO
- What is the minimum Soldier enrollment you can accept?
- What is the earliest date the training program can start?
- What is the length of your training program?
- What is the itemized cost of training including manuals, study guides, textbooks, processing fees, test fees?
- What other costs will Soldier be responsible for?
- What will this training enable the Service member to do once training is completed?
- Number of current Service member enrollments in this program?
- Does the training provider/school have a cage code? YES NO
- Send out to any school/training provider that offer this program within a 10-25 mile radius (or more depending on your location).
  - A simple Google search in conjunction with the approved vendors list.



# MATRIX/RATING SCALE AND ASSIGNED WEIGHTS TO ANSWERS

PMP –Camp Mabry On-site Class

	College/Independent 0=no 3=yes	Length of Training 1 wk= 3 5 wks=1 8 wks=2	Soldier Enrollment minimum <15=2 >10=1	All inclusive Yes =3 No=1	Under \$4000 Yes=3 No=1	
Training Provider						Total
<u>CyberTEX</u>						
New Horizons						
<u>SimpliLearn</u>						
UT-Austin						
Netcom						

# LET THE VENDORS KNOW

We want to thank you for your interest in serving the Soldiers here at Camp Mabry.

Based on the results of our needs assessment survey and the proposal you submitted, we have selected another training provider that more closely aligns with the needs of our Soldiers.

If you would like to be considered for future proposals, please let us know and we will be happy to save your contact information.

We appreciate your time.

Congratulations!

Based on the results of our needs assessment survey and the proposal you submitted, we have selected UT Austin to best meet the needs of our Soldiers for the PMP credentialing program.

We are working with the garrison commander to create an MOU and confirm logistical support. Once we have the MOU signed, we will begin recruiting Soldiers to start the class. Since an MOU with another school already exists, I don't anticipate this process taking very long but we ask that you do not advertise or announce information about this course until the MOU has been signed the school and Camp Mabry. We received almost 200 responses from Soldiers and I have their emails so advertising will be fairly easy considering the 92% were interested in the PMP class here at Camp Mabry.

I will keep you updated as I learn more. Feel free to call anytime.

We want to thank you for your interest in serving the Soldiers here at Camp Mabry.

## GET THE KEY STAKEHOLDERS TOGETHER

- Send an invitation to meet with the installation commander, JAG, Facilities, and any other stakeholders unique to your base.
- Recommended that the ESO is present but not impossible without them
- The AG knowing about this opportunity is an integral part to buy-in from everyone else
- Do not invite the awarded vendor to the first meeting; better to make sure everyone is on board with the plan
- Take copious notes during this meeting and make sure to schedule the next meeting before you leave
- Send email invite out with assigned due-outs for everyone
- MAINTAIN ACCOUNTABILITY throughout the process!



# THE MOA

- Establish facility requirements
  - How many iterations during the FY
  - MOA reviews and continuation
  - POCs
  - What the training provider will provide
  - Be specific
- 
- Current approved MOA thru 2026  
[https://tmd.texas.gov/Data/Sites/1/media/education/2023/credentialing-assistance-program/moa-w91211-txtcc-22143.002-univ-of-texas\\_26aug22.pdf](https://tmd.texas.gov/Data/Sites/1/media/education/2023/credentialing-assistance-program/moa-w91211-txtcc-22143.002-univ-of-texas_26aug22.pdf)

## CREATE AN ORIENTATION/REGISTRATION MEDIUM

- Subscription to monkey survey or something similar is important
- We required attendance in the orientation in order to register for the course
  - Ensure Soldiers know what they're getting into
  - Ensure they meet eligibility requirements for training/credential
  - Enables us to see interest and answer questions
  - Should be an overview of the class
  - Time and dates should be established
  - Opportunity to meet the instructor or school official
  - Create enough time to let Soldiers ask questions
  - The requirement to attend orientation creates an easier pool of possible registrants to manage

## Project Management Orientation Registration

\* 1. Rank (PFC, CPT, WO1, etc)

\* 2. Name- First Last

\* 3. Unit

\* 4. Email address- something you check everyday.

\* 5. Phone Number

(XXX) XXX-XXXX

\* 6. I am aware of the following: (all must be checked to continue)

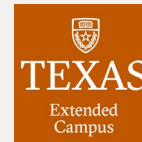
- This class is meant for Soldiers in the local commuting area to Camp Mabry in Austin, TX who are interested in residential learning (not distance learning).
- Orientation will be held on OCT 28, 2020 at 12pm via Zoom.
- Attending orientation is NOT a guarantee that I will be accepted into the next scheduled class.
- Attending orientation IS required if I want to be considered to attend the class starting in February 2021.

7. After clicking the "done" button, I will be given a Zoom meeting link and password to copy and save. I agree not to share this information with anyone else.

- Agree
- Disagree

# TIME TO LET THEM KNOW!

- Use email (TXARNG ALLs)
- FACEBOOK, INSTAGRAM
- MS Teams
- State Website
- GoArmyEd broadcast messages
- Word of mouth
- Canva!



#### 1. What is it?

- Camp Mabry has developed a partnership with The University of Texas at Austin-Texas Extended Campus using the Credentialing Assistance Program to pay for the Project Management Professional credential. This 7-week course will prepare you as a TXARNG Soldiers to sit for the exam.
- Class Start date will be sometime in February 2021.

#### 2. How do I qualify?

- All Soldiers in the local-commuting area to Camp Mabry who are interested in attending this class must attend the Orientation Class on October 28, 2020 at 12:00pm. This is a required pre-requisite to determine eligibility and interest for this course.
- All Soldiers are eligible for credentialing assistance upon successful completion of AIT, WOBC or BOLC
- Have an active ArmyIgnitED account and not be on hold (acceptable holds are: Tier, Civ. Ed. Student Agreement, GPA)
- Cannot be flagged
- Credential must be completed prior to ETS or MRD
- Military Service Obligation for Active Duty Officer:
  - Active Duty Officers: 2 yrs. from end date of course
  - Reserve Officers: 4 yrs. from end date of course

#### 3. How do I sign up?

- All Soldiers in the local-commuting area to Camp Mabry who are interested must attend the Orientation Class through ZOOM on October 28, 2020 at 12:00pm
- Register for the orientation through Survey Monkey at:  
<https://www.surveymonkey.com/r/7YTZ57C>
- Save and use the log in information from Survey Monkey to attend the Orientation

#### 4. For more information contact:

- Ms. Mary Lantz, Credentialing Assistance Program Manager at:  
[mary.d.lantz2.civ@mail.mil](mailto:mary.d.lantz2.civ@mail.mil)

## PROJECT MANAGEMENT PROFESSIONAL



### It Starts With A Spark.

The Credentialing Assistance Program in partnership with University of Texas at Austin-Texas Extended Campus is offering a certificate in Project Management. This 7-week training will be held at Camp Mabry and is for local-commuting Soldiers only at this time. Online orientation is required to be considered for registration in the class that starts February 2021. Register here: <https://www.surveymonkey.com/r/7YTZ57C>

www.ArmyIgnitED.com  
<https://www.coel.osd.mil/army/>  
POC: Ms. Mary Lantz email: [mary.d.lantz2.civ@mail.mil](mailto:mary.d.lantz2.civ@mail.mil)

Date: October 28th, 2020  
Time: 12:00pm

# REGISTRATION FOR THE TRAINING

- Create the survey so that Soldiers understand consequences of the training
  - MSO
  - Time
  - Requirements
  - Eligibility
- This will allow you to sift through the registrants easier and make the class list quicker.
- Don't forget to close the survey

# CREATE REGISTRATION FORM

## Project Management Professional Course in Partnership with the University of Texas

EDIT

PAGE TITLE

This registration form is reserved for Soldiers who want to participate in the Project Management Professional Course offered by University of Texas at Austin and hosted by Camp Mabry. This 7-week course will meet twice/week on Monday and Wednesday, 1700-2100, 10AUG2020 and end 07OCT2020 . The course includes all materials, training, and an exam voucher. Soldiers will be utilizing the Credentialing Assistance Program to pay for this course. There are no ou-of-pocket expenses for Soldiers who use this program. Registration closes June 26 at 1500. Once y  
CA request and SC  
you! Any questions:

\* 1. Name: Rank, First, Middle, Last

\* 2. Email address (the one you check most often)

\* 3. Are you interested in joining the PMP course on Camp Mabry starting 10AUG2020 and ending 07OCT2020 Monday and Wednesday from 1700-2100?

Yes

No

4. Do you have an active GoArmyEd account?

Yes

No

\* 5. If you are enlisted, your ETS date must be after the course end date. If you are an officer, you will incur a military service obligation for using this CA program: 2 years for AGR and 4 years for M-day. This means you must serve whatever your obligation or if you leave before your obligation end date, the Army will recoup whatever unserved time. If you understand and agree, please select yes. \*

Yes

No

\* 6. Do you have a personal computer you can bring to class with you to complete group assignments?

Yes

No

\* 7. When is your ETS date (enlist

Date / Time

Date

MM/DD/YYYY



Date / Time

Date

MM/DD/YYYY



\* 8. Why do you want to take this PMP course?

9. Do you have at least a Bachelor's degree?

Yes

No

10. How many hours of project management experience do you think you have?

# LET THEM KNOW AND CONNECT THEM!

- Once you know who made the training, send out an email letting them know next steps
- Let the ones who didn't make it know
  - Remind them of other vendors and that they can use the CA program anytime they want
- Create an MS teams account for the class
  - Upload docs about CA, course schedule, etc.
- Schedule a meet and greet
  - Enables connections prior to
  - Accountability
  - Friendships



# CLASS START TO END

- 1<sup>st</sup> day of class- Great day to take pictures and meet face to face
- Conduct a mid-point survey to receive feedback about the location, instructor, and general feelings about the course.
- Popular feedback for this class was the instructor and his ability to talk about PMP in terms of military tasks, creating friendships, and that the room was ice cold!
- Ensure the vendor stays accountable to room cleanliness and other obligations detailed in the MOA
- This is their class so taking attendance is not your responsibility
- Every base has different protocols for guests using facilities
  - MSG Lloyd was designated to open/close the classroom





# MAKE A BIG DEAL

- Graduation Ceremony
- Connect with PAO- invite them to the graduation
- Advertise on Social Media
- Discuss with your vendor how you can make it happen
  - UT volunteered to bring cupcakes and water
  - I brought balloons
  - R&R commander invited the Brass
- At the graduation, interview Soldiers who are on cloud 9!

Ladies and Gentlemen,

The TXARNG Education and Incentives office would like to cordially invite you to the first Project Management Professional Graduation. The ceremony will take place at Building 82 on Wednesday, 07 OCT. It will recognize the hard work of 24 Soldiers who took advantage of the Credentialing Assistance Program. Everyone included on this email played a role in making this a successful endeavor and your presence would be an honor. The graduates of the program will be receiving a certificate from the University of Texas at Austin-Center for Professional Education.

Cupcakes will be provided. Social Distancing guidelines will be followed so bring a mask!

Location: Bldg 82, Camp Mabry

Date: 07 OCT 2020

Time: 1800-1845

# TAKE PICTURES AND SHARE



## DO IT AGAIN BUT BETTER

- Write down lessons learned
- Ask for feedback
- Determine if the juice was worth the squeeze
- Did the location work?
- Invite others to be more involved-sharing is caring
- Did the surveys include enough vital information
  - Think about future data analytics