

Palm Beach Countywide GIS Training Evaluation Guide



Prepared by:
Countywide GIS Project Management Team

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A Geographic Information System is made up of four components: hardware, software, data and people, with the primary component being the people. It is only through effective people that the other components exist. Training enables the people to utilize the other components to the best advantage.

Palm Beach County's GIS is recognized throughout the industry as being on the leading edge. To maintain this edge of innovation and to continuously improve, the county recognizes a need to provide and encourage the training of their GIS staff. Because of continuous advances in technology, training of staff is essential and unending.

Any member of a county agency may contact a GIS Project Management Team (PMT) member to request consideration of an educational opportunity. The request will be submitted to the PMT on the form in Appendix A that describes the training opportunity, and documents justification. Upon receipt, the request will be taken to the next PMT meeting. The PMT will submit the request to the PMT Educational Subcommittee for evaluation based on criteria developed to guarantee the highest return for matching Countywide GIS funds. The Subcommittee will return their findings to the PMT. The PMT will take the request to the GIS Policy Advisory Committee for approval to expend Countywide GIS funds.

Once the education request is approved, the PMT will notify other county agencies of the opportunity, in order to maximize participation.

A situational category will be assigned to each request.

1. Mission or Program Change
2. New Technology
3. New Work Assignments
4. Improve Performance
5. Develop Unavailable Skills

The criteria used by the subcommittee in evaluating the training opportunities should be provided to the requestor prior to submittal so that the criteria may be addressed in the justification. The criteria are broken down into two categories:

1. Evaluating Overall Training Request
2. Evaluating Appropriate Staff Selection

Criteria for Evaluating Overall Training Request

1. Have alternatives been considered: weigh the cost/benefits of individual training versus group training, in-house or local, virtual

- training, application development or customization. Does this request provide the maximum training for the least cost/time investment?
2. Are training resources being evenly distributed? Resources should be divided between basic and advanced training serving multiple agencies. Training benefiting a single agency will be the responsibility of that agency.
 3. Priority should be given to the training requests that benefit the largest number of appropriate staff.
 4. Priority should be given to training requests that create sustainability via transfer of information to other staff.
 5. Will the proposed training support ongoing service delivery or is it “one-time only” in nature?
 6. How will this training benefit countywide GIS efforts?

Criteria for Evaluating Staff Selection:

1. Does the prospective trainee have the software to be trained on installed on a computer available to them in order to provide the most value from the requested training?
2. What additional tasks or work improvements can be achieved as a result of this training?
3. Is the class content appropriate for the skills and qualifications of the position? Is the timing appropriate for utilization of the acquired skills? Has a project been identified that will utilize the acquired skills?
4. Does the training provide knowledge that was required of the position at the time of hire?

Appendix A

Request for Matching Funds For GIS Training

Name: _____
Dept: _____
Position: _____
PMT Member: _____

Training Category:
 Mission or Program Change
 New Technology
 New Work Assignments
 Improve Performance
 Develop Unavailable Skills

Title of Training: _____

Trainer: _____

Location: _____

Length: _____

Date/Time (if available): _____

Cost of Training: _____

Justification Narrative and Comments (Identify Criteria):