2016-2017 Training Group Plan

The DDI Training Committee (Kelly Chatain, Michelle Edwards, Jane Fry, Jon Johnson, Amber Leahey (Chair), Jared Lyle, Dan Smith, Achim Wackerow) meets regularly, typically every other week as needed, to plan, prepare, and coordinate training projects for the DDI Alliance. We began our work in 2015 (with Mary Vardigan as the Chair), by identifying five important training resources that we thought the Alliance should provide on the new website. Moving forward, the group will continue to develop and promote training for new users and support the activities of the DDI Alliance.

Goals of Training

- Improve people's comfort level and competence in working with DDI
- Bring in new users (and members) and provide training for the new users
- Gear training to specific audiences
- Develop expertise within the community for training purposes

New Developments / Planning for 2016-2017

After a successful 2015-2016 year, we learned a lot about training needs, training material development, and training opportunities for the upcoming year. In concluding the website survey, and focus group testing at NADDI 2015, the training group is confident that the website and general training content are moving in the right direction. There are some areas for improvement that the Training Group has identified and would like to see fostered over the next year. Further discussion is required: in addition to group meetings, there are plans to have a training and reusable documentation workshop held at Dagstuhl in October 2016.

Major takeaways the Training Group feels should be addressed over the next year, include:

1. A need for more interactive, introductory multimedia for our online users. This will include an "Introduction to DDI" video, and development of 1-2 instructional videos, short tutorials, interactive webinar workshops, etc.
2. There is still confusion about the different DDI versions, specifically, when and how to use them. More information and specific instruction on the different versions is required.
3. There is a need for basic instruction about what DDI is and how it works: people are still struggling unless they can see something and interact with it. The Training Group would like to explore the possibility of including an open online editor, similar to the W3C School, which provides online templates and visualization of HTML coding. (link)

4. Getting started and instructional tutorials should be assessed (for usability, use cases, applicability, etc.), and utilized / promoted throughout the community training efforts.
5. There is still some confusion about what is DDI, and this could be a branding issue. The Training Group will work more closely with other DDI groups including the Marketing Group to evaluate understanding of the brand.
6. Evaluate the Train the Trainer program and how the trainers can be utilized for training purposes.

Ultimately, we would like to offer a continuum of online training, from basic to more advanced, to encourage DDI use.

Using students is one option for developing some of the training materials for a relatively low cost. Another possibility is a CLIR fellow with expertise in Data Curation.

As with the Marketing Group, the Training Group discussed future activities spanning the upcoming fiscal year through the two following years.

The group recommends expenditures of $10,000 in FY2017, $15,000 in FY2018, and $15,000 in FY2019.

Now through FY2017 (July 1, 2016 - June 30, 2017)

Training activity	Cost	Training Goals/Audience
Introduction to DDI video	In-kind contributions; and $5000 student assistance for items 1, 2, 3	New users
Short tutorials	In-kind contributions; student assistance (see note above)	Comfort level and competence; new users
Enhanced DDI Lifecycle Diagram	In-kind contributions	Comfort level and competence; new users
Interactive Online Open DDI Editor on DDI site	In-kind contributions; student assistance (see note above)	New users
Promotion, metadata evangelism, capitalizing on the topicality of metadata (overlaps with Marketing)	Coordinate funding / cost sharing with Marketing	New users
Train the trainer	In-kind contributions	Evaluate train the trainer program; discuss outputs

Reusable documentation / training	$5000 for Expert Workshop for travel (October 2016)	Develop material on basis of work and rules which will be achieved in Dagstuhl Oct 2016.

Total **$10,000**

FY 2018 (July 1, 2017 - June 30, 2018)

Training Activity	Cost	
Reusable Documentation / Training	In-kind contribution	Develop training / trainers
Support training for future versions of DDI; workflow development	In-kind contribution	Develop training / trainers
DDI-LMD Migration tools	$5000	Support existing users
DDI-LMD Updates (getting started guides, other training)	In-kind contribution	New users
Train the trainer	$10,000 (October 2017, fiscal year 2018)	Develop community expertise

Total **$15,000**

FY 2019 (July 1, 2018 - June 30, 2019)

Training Activity	Cost	
Professional training video on Lifecycle-LMD	$10,000	New users
Training modules by audience	In-kind contribution	New users
Train the trainer	$5000	Develop community expertise

Total **$15,000**

Background: 2015-2016 Progress

Over the 2015-2016 year, the group has completed some aspects of the first three goals listed below:

● **Online DDI Training Center on redesigned Website.** This training center will pull together everything currently on the site related to training and present it in a well-organized way. Status: Completed, ongoing review

● **Online introductory module.** This may be a set of slides or a Camtasia video. The focus will be very high-level: what DDI is and why it is important to use it. Status: Started, on-hold

● **Audience-focused introductory pages on DDI.** The group has developed DDI for Librarians, Managers, Archives and Repositories, Researchers, and Developers. Status: Completed

● **DDI lifecycle tools list.** This will be an interactive version of the lifecycle diagram. The group will assemble tools and resources grouped by components of the life cycle, linkable from the stages of the life cycle diagram. Status: Started, ongoing

● **Set of use cases.** This will be a set of use cases related to incentivizing researchers to document data. We can use a small survey as an example to demonstrate what DDI can offer to the researcher. We also want the "wow factor", showing how to generate a readable codebook that can accompany a dataset. Status: Getting Started Guides completed, additional use cases / tutorials being discussed