



*National
Agricultural
Statistics
Service*

PROJECT IMPLEMENTATION PLAN
Video Conferencing
Operational Efficiency #5

Project Executive Sponsor: Hubert Hamer

Project Business Sponsor: Lee Bowling

Project Manager/Team Leader: Harold Ballou

Team Members:

Core Team: Shareefah Jackson

Gilbert Lucero

George Crider

Dave Losh

Jubal Molina

Frank Mitchell

Paul Williams

Randy Howard

Daniel Hileman

Extended Team: TCDO Staff

DCC LAN Administrators

Version Control Log

Date	Sections Involved	Description of Change / Addition
<i>11/2/2009</i>		<i>Original Version</i>
<i>11/10/2009</i>		<i>Updated based on comments from team</i>
<i>11/13/2009</i>	<i>Contents, Training, Attachments</i>	<i>Updated Training Section & added attachments for Training & changes</i>
<i>11/16/2009</i>	<i>Contents</i>	<i>Updated page numbers and removed spaces in doc</i>

Updates to this document:

This document will be updated on a regular basis throughout the Project Life Cycle process. Use the Version Control Log to document when sections are added or revised as the project progresses.

Table of Contents

Executive Summary.....	4
Background/Summary.....	4
Project Goals and Objectives.....	4
Project Approach.....	5
Implementation Overview.....	5
Acquisition Plan.....	6
Major Milestones.....	7
Project Schedule.....	8
Project Resource Requirements.....	10
Risk Management Plan.....	11
Risk Response Plan.....	11
Standards.....	13
Communications Plan.....	13
Document Management Plan.....	13
Challenges (Issues).....	14
Deployment/Testing/Acceptance Plan.....	14
Training Plan.....	15

Attachments

- A. Change Request Form
- B. Distance Learning Roll Out Strategy: Building a Library of Knowledge

Executive Summary:

Background/Summary of the Project

In a time of potentially shrinking budgets and expanding technological capabilities, some travel costs will be saved by employing video conferencing and other distance communication techniques in place of transporting staff physically to various meetings. In alignment with the mid – and long – range planning efforts within the Agency, NASS should plan for the ability to coordinate ‘distance’ meetings. The priority for any video conferencing installations has always been placed on the sites which house consolidated Data Collection Centers (DCCs). All efforts designed to equip NASS Headquarters (HQ) to be the video conferencing control center should begin with the 6 DCCs in mind. The DCCs provide tremendous support to the agency data collection efforts and are located in the following States: Arkansas, Kentucky, Montana, Oklahoma, Virginia, and Wyoming. The Research and Development Division (RDD) is also considered a priority because of distance from the South Building as well as their role in working with DCCs for new techniques in sampling and interviewing.

Project Goals and Objectives

Goal: Ensure NASS Network infrastructure is configured to handle Video Conferencing for future needs, as well as the needs of the other NASS Efficiency Initiatives

Objectives:

- Conduct Quality Of Service (QOS) and other communications testing to ensure the Agency has the speed, bandwidth, and other parameters needed to standardize Wide Area Network (WAN) parameters for current and future information traffic
- Procure hardware, software, and contract services needed for any upgrades or tuning of WAN
- Research related costs, pros, and cons for the location of the bridging technology to determine best fit for owning or contracting this service
- Work with USDA telecommunications services, contracts, and Video Conferencing Team to take advantage of any planned services

Goal: The ability within an HQ Control Center to conduct meetings and training via video conferencing with all DCCs and HQ at the same time.

Objectives:

- Conduct Quality Of Service (QOS) and other communications testing with the Arkansas FO needed to standardize WAN parameters needed for all DCCs
- Procure hardware, software, and contract services to install video conferencing equipment in HQ Control Center, DCCs, and RDD

Goal: Expand Video Conferencing capabilities to all Field Offices

Objectives:

- Procure & install comparable equipment as that used in the DCCs for all FOs

Goal: Incorporate Video Conferencing into Blended Learning offerings from TCDO

Objectives:

- Research proper uses for all distance learning alternatives
- Select appropriate training events
- Create template agendas, goals, and objectives for blended learning events

Project Approach

The project will be handled in 3 parallel ‘tracks’ with work occurring simultaneously in each track.

Track 1: Network

Decisions and plans will be made based on the findings related to the current network compared to what is needed by the Operational Efficiencies. Speed, bandwidth, bridging, contractors, network hardware, and software will all be considered.

Track 2: User Interface

This group will consider options for the HQ Control Center, DCCs, and RDD for software and hardware that the user will need in order to conduct Video Conferencing sessions. Types of Video Conferencing sessions must be considered, with the priority being the Large Meeting/Training situation where large screens are needed and often multiple people are involved in any given physical meeting room. There will also need to be consideration for Small/Impromptu meetings, as well as one on one meetings which might be facilitated with ‘eyeball’ cameras mounted to an individual’s screen. These small cameras may also be the solution for special cases within the FOs such as Alaska, Delaware, and Puerto Rico.

Track 3: Blended Learning

Training and Career Development will continue to use the best blend of Video Conferencing and other distance learning methods, such as Net Conferencing, Audio Conferencing, online simulations, and scenarios. Just as an individual would not want to sit through a play or motion picture for more than 1 or 2 hours, people do not respond well to distance learning venues to go over this time frame.

Video Conferencing Implementation Overview

Parallel ‘Tracks’ of work occurring simultaneously

Exec. Sponsor: Hubert Hamer, BC Sponsor: Lee Bowling, Project Lead: Harold Ballou

	<p>Track 1 - Network</p> <ul style="list-style-type: none"> •Speed •Bandwidth •Bridging •Provider(s) •Centralization & Video Planning <p>•People: Randy Howard, Daniel Hileman, Paul Williams</p>
	<p>Track 2 - User Interface</p> <ul style="list-style-type: none"> •HQ Control Center •Data Collection Centers, RDD, HQ •Bridging •Large States •Small States •Special Cases <p>•People: Shareefah Jackson, Gilbert Lucero, George Crider, Dave Losh, Jubal Molina, Frank Mitchell</p>
	<p>Track 3 - Training Plan Utilizing Blended Learning</p> <ul style="list-style-type: none"> •Identify Events •Create Goals, Objectives, Agenda, etc. •Formulate plans for sequence & timing for blending video into individual events and overall Training plan <p>•People: Training & Career Development Office</p>

Acquisition Plan:

Comparisons of available options for user interface equipment & software, as well as bridging (connecting Video end points), and network equipment and software have already begun. The groups involved with each Track listed in the project approach will continue comparisons of appropriate tools and vendors.

Contacts have been made with other agencies within and outside USDA. Contacts have also been made with the USDA Video Conferencing Team to ensure that NASS takes advantage of Departmental efficiencies, services, and contracts.

A Spending Waiver will be submitted to USDA with general levels of spending which are anticipated. This waiver must be approved through the USDA Office of the Chief Information Officer (OCIO). Once that is approved price quotations will be submitted to procurement for acquisition of the needed services equipment and software.

Known areas of spending include:

Track 1: Network

- Additional equipment for the NASS WAN – total price unknown at this time
- Management application for connection management, statistics, etc. – total price unknown at this time, but estimated at **\$30,000**
- Contract assistance in Quality Of Service (QOS) evaluation of the WAN estimated at **\$30,000**.
- Potential subscription services for Bridging between Video Conferencing endpoints – total price unknown at this time, but estimated at **\$2,460 per month**

Track 2: User Interface

- Travel for equipment installation and support estimated at **\$50,000**

Phase I: DCCs plus HQ & RDD

- Equipment for HQ Control Center room estimated at **\$65,000**
- Video Endpoints for remaining DCCs and RDD estimated at **\$60,000**
- Video streaming module for HQ installation at **\$5,000**

Phase II: 'Large State' FOs

- CA, FL,GA, IL, IN, IA, KS, MI, MN, MO, NE, NC, OH, TX, WA, WI
- Video Endpoints for all Field Offices estimated at \$10,000 per site, **totaling \$160,000**

Phase III: Remaining FOs

- AL, AK, AZ, DE, HI, ID, LA, MD, MS, NV, NH, NJ, NM, NY, ND, OR, PA, PR, SC, SD, TN,UT, WV
- Video Endpoints for all Field Offices estimated at \$10,000 per site, **totaling \$230,000**

Track 3: Blended Learning

- Developmental training provided to TCDO and HQ subject matter experts (SMEs) estimated at **\$15,000**
- Contract assistance in needs identification and plan development based on the FY2010 Training Plan estimated at **\$10,000**
- Consulting assistance to design and develop selected training estimated at **\$20,000**
- Coaching TCDO and SMEs to deliver the selected train (pilot and live course) estimated at **\$25,000**

Major Milestones:

Description of Milestone	Target Date	Completion Date
<i>Initial Team Kick-off Meeting/Teleconference</i>	September 28, 2009	Completed and additional meetings ongoing
QOS testing and parameter standardization using AR equipment in conjunction with HQ and CO FO	September 30, 2009	Initiated and ongoing
Submission of USDA Spending Waiver	November 30, 2009	
Approval of USDA Spending Waiver	January 30, 2010	
Procurement of additional testing hardware for HQ & one DCC	November 30, 2009	
Procurement of hardware for remaining 5 DCCs and RDD	February 28, 2010	
Install necessary hardware in remaining 5 DCCs and RDD	March 30, 2010	
Determination of where to handle bridging for NASS video conferencing.	December 31, 2009	Initiated and ongoing
Procurement of HQ Control Center equipment and establishment of any needed contract services	February 28, 2010	
Installation and testing of HQ Control Center equipment and contract services.	April 30, 2010	
HQ Control Center operational, and model for equipment and bridging established for remaining DCCs	May 31, 2010	
Procurement of Phase II & III equipment	February 28, 2010	
Phase II implementation of following FOs: CA, FL, GA, IL, IN, IA, KS, MI, MN, MO, NE, NC, OH, TX, WA, WI.	January – February, 2010	
Phase III implementation of following FOs: AL, AK, AZ, DE, HI, ID, LA, MD, MS, NV, NH, NJ, NM, NY, ND, OR, PA, PR, SC, SD, TN, UT, WV.	March – April, 2010	

Project Schedule:

Task #	Task Name (Description)	Duration	Start Date	End Date	Completion Date	Predecessor Task #	Resource Name(s)
1	QOS testing and parameter standardization using AR equipment in conjunction with HQ and CO FO	Ongoing throughout project	September 30, 2009				Randy, Daniel, Paul
2	Submission of USDA Spending Waiver		November 30, 2009				Harold, Lee
3	Approval of USDA Spending Waiver	Up to 3 months from submission	January 30, 2010			2	Harold, Lee
4	Procurement of additional testing hardware for HQ & one DCC		November 30, 2009				Harold, Lee, Shareefah, Gilbert, Randy, Daniel, Paul
5	Procurement of hardware for remaining 5 DCCs and RDD		February 28, 2010			3	Harold, Lee, Shareefah, Gilbert
6	Install necessary hardware in remaining 5 DCCs and RDD		March 30, 2010			5	George, Dave, Jubal, Extended Team
7	Determination of where to handle bridging for NASS video conferencing.		December 31, 2009				Randy, Daniel, Lee, Paul, Harold
8	Procurement of HQ Control Center equipment and		February 28, 2010			3	Lee, Paul, Randy, Daniel

	establishment of any needed contract services						
9	Installation and testing of HQ Control Center equipment and contract services.		April 30, 2010			8	Harold, Lee, Shareefah, Gilbert, Randy, Daniel
10	HQ Control Center operational, and model for equipment and bridging established for remaining DCCs		May 31, 2010			9	Harold, Lee, Shareefah, Gilbert, Randy, Daniel
11	Procurement of Phase II & III equipment		February 28, 2010			3,10	Harold, Lee, Shareefah, Gilbert
12	Phase II implementation of following FOs: CA, FL,GA, IL, IN, IA, KS, MI, MN, MO, NE, NC, OH, TX, WA, WI.		January – February, 2010			11	George, Dave, Jubal, Extended Team
13	Phase III implementation of following FOs: AL, AK, AZ, DE, HI, ID, LA, MD, MS, NV, NH, NJ, NM, NY, ND, OR, PA, PR, SC, SD, TN,UT, WV.		March – April, 2010			11	George, Dave, Jubal, Extended Team

Project Resource Requirements:

The Acquisition Plan has more specifics on spending for individual phases of the project. Total costs for FY2010, not related to the Network Telecomm Infrastructure and Blended Learning total \$575,000. Total Network Infrastructure costs are not known at this time, but accommodating all new requirements for efficiencies could increase both equipment and annual network service fees.

The core team will handle the 3 main tracks of the project. Extended team members include the LAN Administrators within the DCCs as well as all other states as equipment is installed.

<u>Role/Task:</u>	<u>People:</u>	<u>% of Time</u>
Project Leader	Harold Ballou	50%
Network	Randy Howard	30%
Network	Daniel Hileman	30%
Network	Paul Williams	10%
User Interface	Gilbert Lucero	30%
User Interface	Shareefah Jackson	30%
User Interface	Frank Mitchell	10%
User Interface	George Crider	20%
User Interface	Dave Losh	20%
User Interface	Jubal Molina	20%
Blended Learning Plan	TCDO Staff	30% x6 people

4.5 FTEs Core Team

Risk Management Plan:

<u>Risk ID</u>	<u>Risk</u>	<u>Risk Probability</u>	<u>Impact Description</u>	<u>Impact</u>
1	Core team members are not available	Medium	Schedule may be delayed	High
2	Cost estimates may have been too low for Tracks 1 and 2	Low	There might be insufficient budget	Very High
3	Network upgrades may be more extensive than estimated	Medium	Both budget and personnel resources may be limited	High
4	USDA Waiver process may take longer than scheduled	Very High	Waiver process time is never certain	Medium
5	USDA Waiver may be rejected	Medium	Project could be prevented from moving forward	Very High
6	Cost estimated for Track 3 may not be fully funded	Medium	More time would be needed to fully implement Track 3	Very High

Risk Response Plan

Risk Event	Core team members are not available
Risk ID	1
Risk Response Action	Mitigate
Description	We plan to have multiple members of each Track in order to provide some backup as work progresses. Project lead will stay in touch with team members as well as other project leads, and sponsors to be sure agreements may be reached and kept for member participation.
Assigned To	Harold Ballou

Risk Event	Cost estimates may have been too low for Tracks 1 and 2
Risk ID	2
Risk Response Action	Mitigate
Description	Business Council Sponsor, Project Lead, and selected members of each implementation track team will be gathering prices to compare and compete with original price proposals & estimates.
Assigned To	Lee Bowling

Risk Event	Network upgrades may be more extensive than estimated
Risk ID	3
Risk Response Action	Mitigate
Description	USDA Telecommunications contract is going through a period of change and results are unknown as of yet. NASS Telecomm Team is documenting current state of the network compared with documented bandwidth needs of processes associated with all of the Efficiency Initiatives. LAN Centralization & Video Conferencing could both have high impact on network speeds. Multiple options are being considered for increased bandwidth and backup
Assigned To	Randy Howard

Risk Event	USDA Waiver process may take longer than scheduled
Risk ID	4
Risk Response Action	Mitigate & Adjust schedule if needed
Description	Waiver request is being prepared with input from multiple price quotes, market research, and communication with USDA Video Conferencing Team in order to ensure likely and speedy approval of IT spending waiver request.
Assigned To	Lee Bowling

Risk Event	USDA Waiver may be rejected
Risk ID	5
Risk Response Action	Mitigate
Description	Waiver request is being prepared with input from multiple price quotes, market research, and communication with USDA Video Conferencing Team in order to ensure likely and speedy approval of IT spending waiver request.
Assigned To	Lee Bowling

Risk Event	Cost estimated for Track 3 may not be fully funded
Risk ID	6
Risk Response Action	Mitigate
Description	TCDO consulted distance learning experts to prepare Track 3 cost estimates required to achieve full implementation of Video Conferencing Training. The training plan portion of the implementation plan could be adversely impacted if Track 3 funding is not fully provided.
Assigned To	Harold Ballou

Standards:

This team will follow NASS Project Management processes as outlined on the NASSNet Project Management Page (http://nassnet/library/info/project_mgmt/index_pm.html).

The team is also following USDA Departmental standards for Telecomm configuration, Video Conferencing configuration, and IT purchases. One of the project goals is to purchase all equipment from same vendor, following standard configuration, installation, and use.

The Track 3 Blended Learning team will follow the Training Workshop Standards as outlined on the NASSNet TCDO homepage under Workshop Standards (http://nassnet/aso_tcdo/docs/workshop_training_standards.pdf).

The Blending Learning team will also follow the Federal Government Distance Learning Association’s (FGDLA) best practices for blended and distance learning programs.

Communications Plan:

Stakeholder Communications Matrix

Type of Communication	Responsible Party	Distribution Schedule	Distribution List	Method of Distribution
<i>OPPM Status Report</i>	<i>Project Manager</i>	<i>As requested</i>	<i>Core Team, BC, SET as needed</i>	<i>Email & NASSnet</i>
<i>Informational Updates</i>	<i>Executive Sponsor / BC Sponsor</i>	<i>As needed or requested</i>	<i>All staff, various teams as needed</i>	<i>Email & NASSnet</i>

Team Communications Matrix

Type of Communication	Responsible Party	Distribution Schedule	Distribution List	Method of Distribution
<i>Meeting Minutes</i>	<i>Project Manager</i>	<i>Weekly</i>	<i>Project Team</i>	<i>Email</i>
<i>Status Report</i>	<i>Team Members</i>	<i>Weekly</i>	<i>Project Manager & Team Members</i>	<i>Face-to-Face & Teleconferencing /Video Conferencing</i>

Document Management Plan:

Document	File Location
Submission and Approval	<i>NASSNet P:\WORKWASS_FTPDOWNLOAD\Initiative #5</i>
Minutes Meetings	<i>NASSNet</i>

	<i>P:\WORKWASS_FTPDOWNLOAD\Initiative #5</i>
Status Reports - OPPM	<i>NASSNet P:\WORKWASS_FTPDOWNLOAD\Initiative #5</i>
Project Implementation Plan	<i>NASSNet P:\WORKWASS_FTPDOWNLOAD\Initiative #5</i>

Challenges (Issues):

Issues	Description
General understanding of the proper use of the technology for meeting and training purposes.	<i>When it is proper to use, for how long, size of audience, etc. will be addressed as described below in Individual Office Training Session, under Deployment Plan.</i>
Managing speed and bandwidth issues	<i>We are making educated guesses regarding the communications infrastructure needs based on USDA Departmental, other agency, and vendor input. Ultimately we will need to monitor NASS agency use of the technology in order to tune for it.</i>
Maintaining Video Conferencing operational experience within each office or unit	<i>Not everyone is knowledgeable so the system must be built with as simple an interface as possible. Desk Reference guides must be available, and HelpDesk personnel and others around the Agency should be available for consultation.</i>

Deployment / Testing /Acceptance Plan:

INITIAL EQUIPMENT INSTALLATION & TESTING

- Equipment shipped from vendor to individual site
- Install dates set based on shipment & availability of install team
- Equipment installed
- Install instructions corrected/updated as needed with each install
 - documentation to be kept centrally within HelpDesk
- Installers work with designated person (usually LAN Administrator) within each office to give overview of technical aspects of equipment and making a connection with another site
- Installers & office technical staff schedule and connect briefly with HQ staff from either TCDO or NSS to test connectivity and speed parameters
- Any problems are noted and corrected working with equipment vendor

INDIVIDUAL OFFICE TRAINING SESSION

- After successful initial install, each office schedules training meeting with TCDO staff and IT resource person for overview of Video Conferencing uses – DOs, DON'Ts, TIPS, Frequently Asked Questions (FAQs), etc. Followed by a Lessons Learned from the installation

- TCDO and IT confer following each training meeting to discuss lessons learned and any needed changes to documentation

PHASE GROUP MEETING & TRAINING SESSION

- Field Office installations are planned in 3 phases. As each group of offices for a given phase is completed, a Video Conference meeting will be held with all of the offices in that phase and Deputy Administrator for Field Operations (DAFO) HQ executives and staff to discuss plans for current and future use of the technology and any concerns along the way. This will also be a time for a general staff meeting with the states involved. Planned Phases are **One**: DCCs & RDD along with HQ Control Center; **Two**: 'Large' states; **Three**: 'Small' states (see Acquisition Plan and original Business Case for more detail).

HEADQUARTERS OVERVIEW SESSIONS

- A series of approximately 3 or more sessions will be planned to give the same overview and training to HQ staff that was received in field offices.
- Training will be conducted jointly between TCDO and IT resource personnel, scheduling various remote locations as needed for the Video Conference.

Training Plan:

The Training Plan is composed of two parts: 1) features and function training of the Video Conferencing hardware and software; and 2) skills and knowledge training for selected workshops from the TCDO Annual Training Plan (see Attachment B for more detail concerning TCDO's overall distance learning training strategy).

Part 1: Features and function training of the Video Conferencing hardware and software

- Resource groups that require training- selected ITD staff, TCDO, HQ SMEs, RDD staff, DAFO and FO staff, SESers, selected staff from HQ divisions
- Types of Training – system setup, system usage, system features and functions, applications, and trouble shooting
- Appropriate Modes of Delivery – classroom and distance learning (including online, audio, video, and net conferencing)
- Training must be provided by both external consultants and internal staff
- Cost Estimate- basic feature and function training should be included in the estimated cost for video conferencing hardware and software installation

Part 2: Skills and knowledge training for selected workshops from the TCDO Annual Training Plan

- Resource groups that require training – TCDO, HQ SMEs, selected ITD staff
- Types of Training – planning, designing, developing, delivering, evaluating, and administering learner-centered training via video conferencing.

- Appropriate Modes of Delivery – classroom and distance learning (including online, audio, video, and net conferencing)
- TCDO requires support and supplemental training services from external distance learning consultants
- Cost Estimate – Total estimated cost at **\$70,000**
 - o Developmental training provided TCDO and HQ subject matter experts (SMEs) estimated at **\$15,000**
 - o Contract assistance in needs identification and plan development based on the FY2010 Training Plan estimated at **\$10,000**
 - o Consulting assistance to design and develop selected training estimated at **\$20,000**
 - o Coaching TCDO and SMEs to deliver the selected train (pilot and live course) estimated at **\$25,000**

ATTACHMENT A

**NASS Training & Video Conferencing
Change Request Form**

INITIATOR INFORMATION	
Initiator Name (Unit):	Date:
Telephone	Change Request No.:
BASELINE DESCRIPTION	
PROPOSED CHANGE	
Description of Change	
Rationale for Change	
MODIFIED ACTIVITIES	
<i>WBS No:</i>	<i>Activity Name/Title</i>

IMPACT REVIEW		DATE: ___/___/___
Technical Impact:		
Budget Impact:		
Schedule Impact:		
Performance Impact:		
Contract Impact:		
APPROVALS		
Name:		Telephone:
Signature:		Date:
BUSINESS COUNCIL (BC) ACTION		
	APPROVE	Signature, BC Chairperson
	DENY	
SENIOR EXECUTIVE TEAM (SET) ACTION		
	ACCEPT AS-IS	Comments:
	ACCEPT with REVISIONS	
	DISAPPROVED	
SET SIGNATURE		
Name:		Telephone:
Signature:		Date:

ATTACHMENT B

Distance Learning Roll Out Strategy: Building a Library of Knowledge

Distance Learning Strategy:

The Training and Career Development Office (TCDO) will continue to have increasing responsibilities in the training and development of current and future NASS and NASDA staff. TCDO will increase its use of training technology and blended learning methodologies to meet the learning needs, from a national perspective, of the multi-generational NASS/ NASDA workforce. Training provided to staff, should continue to adhere to high professional standards for distance learning and be timely.

The following components describe TCDO's roll out strategy:

Component 1

INDIVIDUAL OFFICE TRAINING SESSION

- After successful initial installation, each office schedules a training meeting with TCDO staff and IT resource person for a training overview of Video Conferencing uses. The agenda can include DOs, DON'Ts, TIPS, Frequently Asked Questions (FAQs), etc. The training will be followed by a Lessons Learned discussion with the participants.
- TCDO and ITD staff will confer following each training meeting to discuss lessons learned and any needed changes to documentation.

Component 2

GROUP MEETINGS & TRAINING SESSIONS

- Field Office installations are planned in 3 phases. As each group of offices for a given phase is completed, a Video Conference meeting will be held with all of the offices in that phase and Deputy Administrator for Field Operations (DAFO) HQ executives, TCDO staff, and FO staff to discuss plans for current and future use of the technology for meeting and training sessions. This will also be a time for a general staff meeting to discuss concerns with the states involved. Planned Phases are:
 - **One:** DCCs & RDD along with HQ Control Center
 - **Two:** 'Large' states
 - **Three:** 'Small' states

Component 3

MONTHLY CROP/LIVESTOCK INFORMATION SESSION

- HQ statisticians will have the opportunity to address concerns related to specific estimates and reports.
- TCDO will support HQ statisticians in preparing highlights, approximately one hour or less, related to their crop or livestock specialty to be delivered via appropriate distance learning methodology.
- Topics can include: Crop Weather, corn, wheat, hogs/pigs, cattle, effective writing of comments and justification of recommendations.

Component 4

OCCASIONAL MISCELLANEOUS INFORMATION SESSION

- HQ and FO leaders and staff will have the opportunity to address unique topics and concerns related to various educational and developmental subjects.
- TCDO will support HQ and FO leaders and staff in preparing highlights, approximately one hour or less, related to unique topics and concerns to be delivered via appropriate distance learning methodology.
- Topics can include: IDP, training technology, NASS Farm Simulation, and other administrative subjects.

All of above information sessions from Components 3 and 4 will be recorded during the live delivery. Links to the recording will be available on NASSNet. Thus all NASS employees will be able to access this Library of Knowledge as needed and at their convenience.