

Planner Database - Annual Profile Updates Needed and Reporting Training Metrics

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US Army Corps of Engineers
**PLANNING SMART
BUILDING STRONG**



Webinar Objective

- Planners should be able to describe how, when and why updates to profiles in Planner Database are required
- Supervisors should be able to view and report Planner Training Metrics for their organization

Prior Webinar References

- Planner Training, 9 June 2016
- Planner Database, 1 Oct 2015
- Planner Training Updates, 17 Sept 2015
- Planning Subject Matter Expertise Database
21 Aug 2014

- Planning Toolbox, Training, Planning
Community Webinar Series

Purpose of Database

- **Identify and find planners** in each district and Planning Sub-CoP
- Record training and identify training needs
- Apply for Water Resources Certified Planner
- Track ATR Certification and **find ATR Certified Planners**
- Identify KSAs, Workforce planning
- Coming Soon: Application for ATR for Environmental Sub-CoP and Plan Formulation Sub-coP

PLANNER DATABASE PROFILE UPDATES

Who, What, Where

Who

- All Planners in a Planning organization

What

- Update Planner Profile

Where

- Planner Database
- sme.planusace.us
- Planning Toolbox, People

Why, When and How

Why

- Understand community
- Manage CoP and SubCoP
- Track/report Planner Training Metrics
- Plan training for future FY

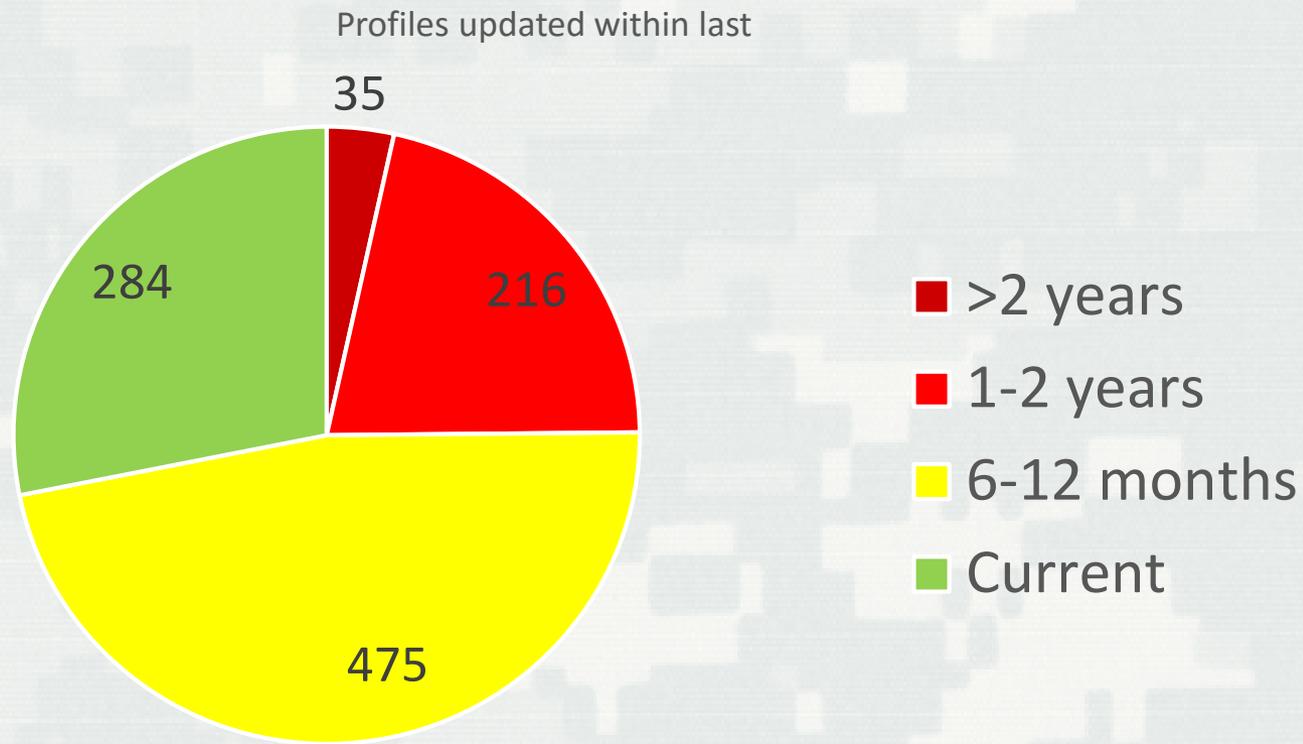
When

- Annually
- As changes occur

How

- Log in to Planner Database
- Manage, Edit Profile

Update Planner Profile Annually



What to Update

- Grade
- Organization
- Title
- Supervisor
- Year joined
- TRAINING, especially 3 core courses
- Interest

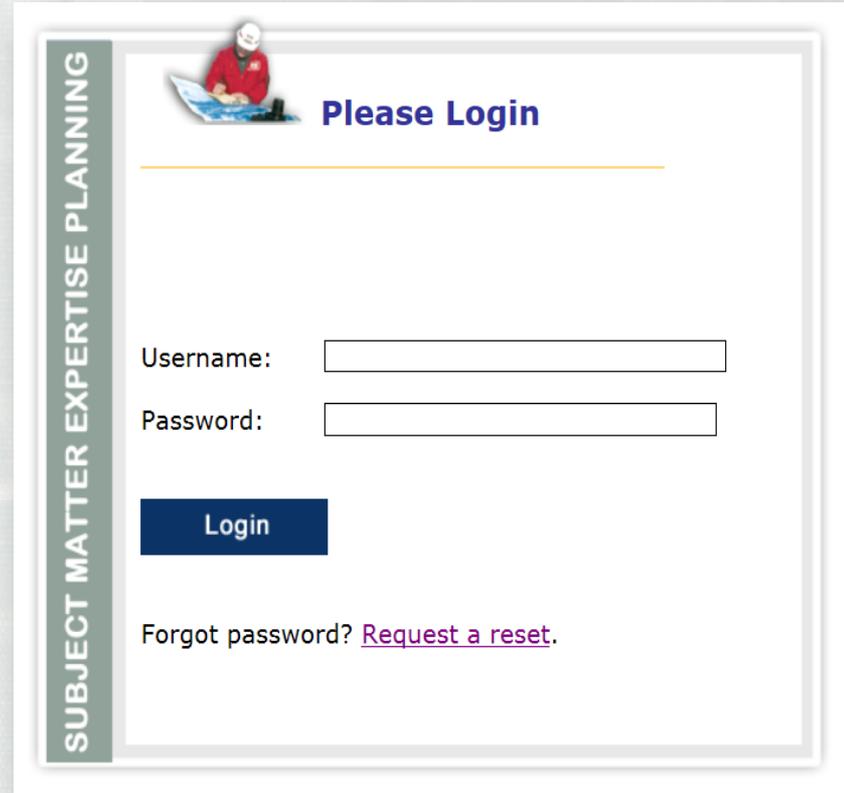
Shared Login

- APT (Assistance for Planning Teams)
<http://iwr-apt.planUSACE.us>
- Planner Database
<http://sme.planUSACE.us>

Helpline (After MSC Sub-CoP) Leads:
planningonline@usace.army.mil

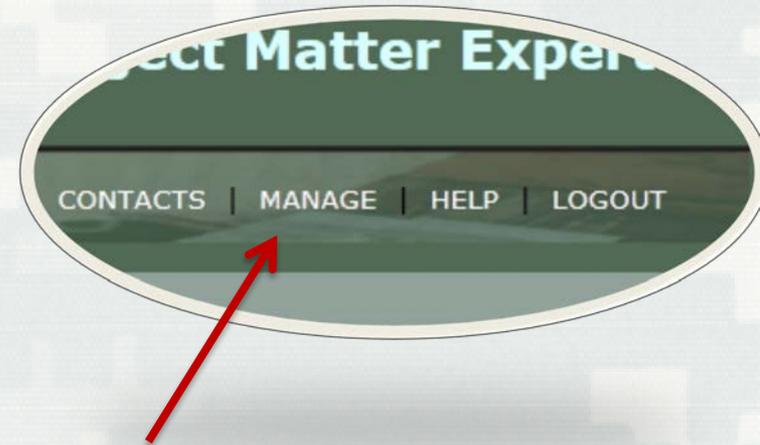
How to get started?

1. Go to <http://sme.planUSACE.us>
2. Click on “Request a Reset”
3. View email and login with password

A screenshot of a web login page. On the left, a vertical grey bar contains the text "SUBJECT MATTER EXPERTISE PLANNING" in white, uppercase letters. The main content area is white. At the top left of the content area is a small icon of a person in a red jacket sitting at a desk with a laptop. To the right of the icon is the text "Please Login" in blue. Below this is a horizontal yellow line. Underneath the line are two input fields: "Username:" followed by a white box with a thin black border, and "Password:" followed by a white box with a thin black border. Below the password field is a dark blue button with the word "Login" in white. At the bottom of the page, the text "Forgot password?" is followed by a purple link that says "Request a reset."

Reset Your Password

1. Login with username – your email & password at <http://sme.planUSACE.us>
2. Click on Manage
3. Choose Sub-CoP Portal
4. Click Reset Password



Manage My Information

Action	Name and Organization	Last Modified
Edit Info: View Edit Delete User Profile: Edit Reset Password	Your Name will be here & Org.	05/05/2014



Update Your Profile

1. Click on Manage
2. Choose Sub-CoP portal
3. Click on Edit

Manage My Information

Action	Name and Organization	Last Modified
Edit Info: View Edit Delete User Profile: Edit Reset Password	Rooks, Erin (IWR)	07/16/2014



PLANNER TRAINING METRICS

Campaign Plan Metrics

Metric 2a1.1 Percent of Planners Trained

Course	CW Project Development Process	Planning Essentials	Plan Formulation and Evaluation Capstone	All 3 Core Planning Courses*
FY16	90%	50%		70%
FY17		70%	50%	
FY18		90%	70%	
FY19			90%	

* Strategic Plan Metric

Tracking/Reporting Training Metrics

- Reported quarterly and annually by MSC
- % Trained
- New reports in Planner Database to assist in tracking and reporting training metrics.

Training Metrics

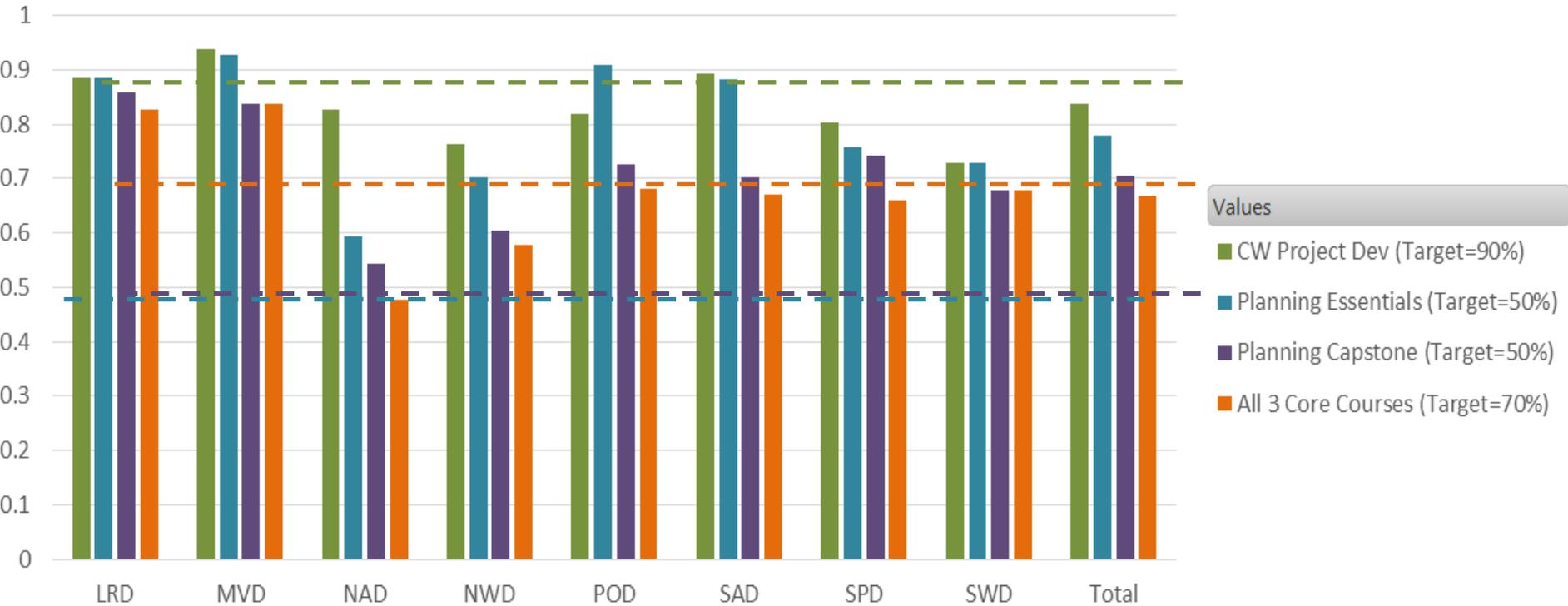
CW Project Dev (Target=90%)

Planning Essentials (Target=50%)

Planning Capstone (Target=50%)

All 3 Core Courses (Target=70%)

Planner Core Training by MSC (% trained)



MSC ▾

LIVE DEMO

What Can You Do?

- Search planners across PCoP and within Sub-CoPs on:
 - Name
 - Business Line Experience
 - Skills
 - Training & PCC Course Completion
 - Regional Technical Specialists
 - ATR Certification

MSC Admin Responsibilities

- Add/Subtract Planners in their Sub-CoP for their division
- Verify planner profiles are accurate, especially PCC training
- Ensure all planners in division update their profiles every 6 months or as needed
- Assist planners if they need help
- Provide suggestions for improvement

Summary

- Update Planner Profile by September 15
- New Planner Database reports help MSCs and supervisors track training needs and report Planner Training Metrics

Questions?

Type questions in the chat box.
We will answer as many
as time allows.

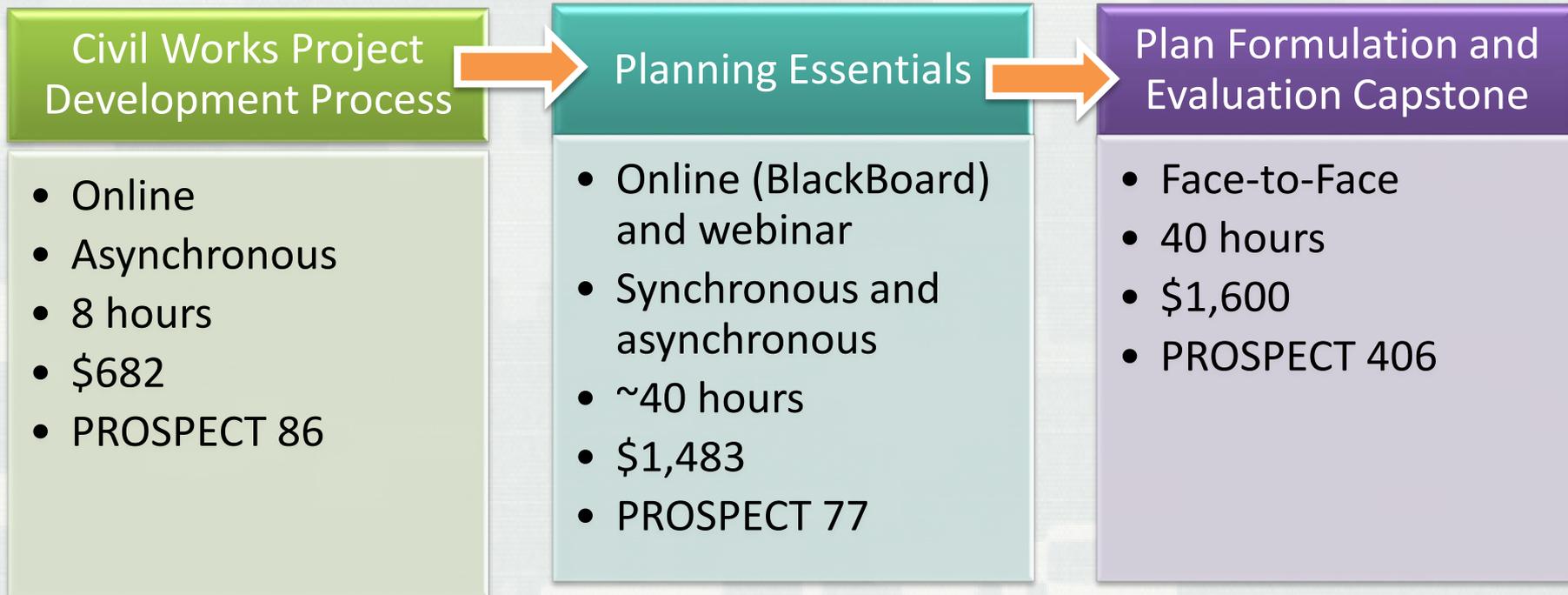
For more information:
<http://www.corpsplanning.us>



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Core Planner Training



- Course progression designed to optimize learning
- Prior courses are prerequisites

Civil Works Project Development Process

- Asynchronous, on-demand, narrated lessons
- 9 hours
- No travel or per diem
- Tuition – \$470
- \$4,500 estimated savings per student

FY17 Session:
Open
enrollment

Planning Essentials

- 8 week course, 40 hours total
- Blended Course - synchronous and asynchronous components
- Utilizes BlackBoard Learning Platform
- No travel or per diem
- Tuition – \$1,350
- \$2,500 estimated savings per student

FY17 Sessions:
Jan-Mar 2017
Apr-June 2017

Plan Formulation and Evaluation Capstone

- 32 hour face-to-face course
- Format
 - 20% Lecture
 - 40% Exercise/Activity
 - 30% Facilitated Discussion
- Tuition – \$1,825

FY17 Sessions:
Mar 2017 - SAJ
May 2017 - MVN