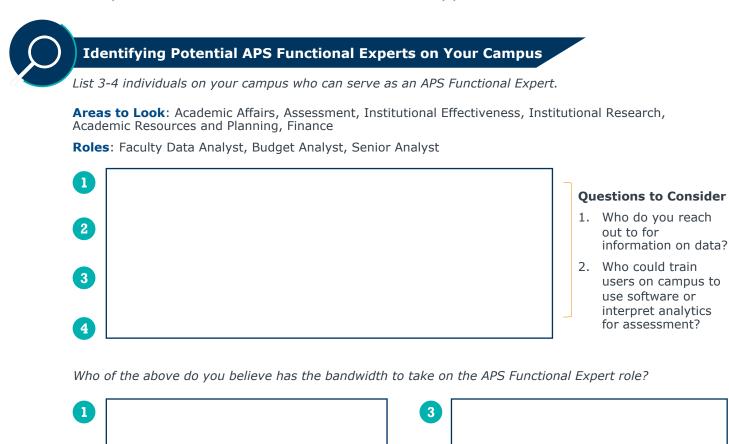
Name:

Institution:

Build an Infrastructure to Support Your APS Users

Three Components to Consider as You Create Support Resources





Creating a Train the Trainer Project Plan

Place an X next to the steps that your institution has completed.

APS Leadership Team prioritizes APS process (Annual Health Check-Up, Faculty Line Request, Course Capacity Management)
APS Leadership Team selects APS metrics for process
Functional Expert identified
APS Strategic Leader provides training/office hours for Functional Expert (the trainer)
APS Strategic Leader helps trainer determine training session outline for users (dates, locations/Zoom links, attendees)
APS Strategic Leader provides sample APS process templates to trainer





Developing an FAQ Guide and Online Central Resource Hub

Answer the corresponding questions listed below.

1	Do you have an FAQ Guide?	Yes	No	
2	If yes, have your users found the FAQ Guide sufficient?	Yes	No	
3	If not, what are three things your FAQ Guide needs to be more comprehensive for users?			
	1. 2. 3.			
4	Who will you partner with on campus (in addition to your APS Strategic Lon the FAQ Guide?	eader) to bui	ild or expand	
5	Is your FAQ Guide located in an online central resource hub/microsite?	Yes	No	
6	If not, who will you partner with on your campus to get the online resourand running?	ce hub/micro	osite up	