

HR-040-010: Conduct Assessment of Learning Needs

As Learning Specialist, I want to:

1. To be able to add comments when evaluating current training programs
2. To be able to view all course activities, documents, attachments, attendance records, course evaluations, etc.
3. To be able to view courses from outside agencies
4. To be able to receive, review, initiate, approve, return, and reject catalog requests, and add comments, where appropriate
5. To be able to notify Training Requestor of request status
6. To be able to view inactivate courses
7. To be able to search active and inactive courses
8. To be able to view / edit L&D reports (e.g., attendance history, modification history, completion rate, evaluation rate, etc.)

As Training Requestor, I want to:

1. To be able to suggest a new L&D activity and receive notification of request
2. To be able to view active L&D courses in the catalog
3. To be able to search active courses in the catalog
4. To be able to access HR Knowledgebase to learn how to suggest a L&D New Activity
5. To be able to add / update information, as requested
6. To be able to update / cancel a request
7. To be able to view which groups are assigned to respective courses
8. To be able to identify the reason for suggesting a new activity
9. To be able to view the status a request

HR-040-020: Assess Existing Learning Programs / Courses

As Learning Specialist, I want to:

1. To be able to view all course activities, documents, attachments, attendance records, course evaluations, etc.
2. To be able to view inactivate courses

HR-040-030: Design & Develop Learning Program / Course

As SME, I want to:

1. To be able to view course expectations
2. To be able to review attached course materials

As Learning Specialist, I want to:

1. To be able to view, duplicate and edit an existing course (i.e., from a different agency)
2. To be able to inactivate and/or reactivate a course, and view comments on why the course is being inactivated / reactivated
3. To be able to develop and review course expectations and assign course creation

4. To be able to establish / modify cost tracking for L&D Course Development
5. To be able to review and attached development activity and materials
6. To be able to view / update course details
7. To be able to compare cost of other activities
8. To be able to create a course evaluation

As Agency Course Approver, I want to:

1. To be able to view course details during the development process prior to being published

HR-040-040: Buy Course

As Learning Specialist, I want to:

1. To be able to upload course files into the system
2. To be able to view active and inactive courses
3. To be able to test the uploaded course file (e.g., MP3, MP4, PDF, SCORM)

As Agency Course Approver, I want to:

1. To be able to view active and inactive courses

HR-040-050: Manage Course Offerings

As Learning Specialist, I want to:

1. To be able to identify the course offering frequency
2. To be able to select Instructors and validate Instructor credentials, if applicable
3. To be able to develop, review and publish L&D offerings and notify stakeholders
4. To be able to view other course offerings to avoid overlap or duplicity
5. To be able to view a list of Instructors and confirm Instructor availability
6. To be able to run a report of Instructor history and certifications
7. To be able to add demographic details of non-employee Instructors
8. To be able to assign multiple Instructors to an activity
9. To be able to modify / cancel an L&D offering, and notify appropriate stakeholders
10. To be able to identify which courses are available based on user groups
11. To be able to generate information to communicate outside of Infor, such as a QR Code
12. To be able to view current employees who are an Instructor (i.e., if an Instructor is separated, they should then be inactive as an Instructor)
13. To be able to view if an Instructor is in a Leave status

As Instructor, I want to:

1. To be able to act as an Instructor even if a non-employee of the State of Idaho
2. To be able to upload credentials / certifications
3. To be able to create or modify course activity offerings

As DHR / Agency, I want to:

1. To be able to limit the addition of non-employee resources through L&D activities

HR-040-060: Manage Employee Course Enrollments

As Employee, I want to:

1. To be able to search catalog for L&D activities
2. To be able to initiate and submit course registration
3. To be able to receive notification of Manager approval or denial of course enrollment, and status of approval request
4. To be able to choose course date and time
5. To be able to be placed on a course waitlist
6. To be able to receive notification that a course is full
7. To be able to receive notification to confirm course enrollment
8. To be able to be notified of annual training completion deadline
9. To be able to be notified when a seat becomes available while on the waitlist
10. To be able to receive L&D alerts when new offerings are scheduled for current courses
11. To be able to receive L&D alerts when new courses are created according to topics I've selected
12. To be able to pay for course enrollment
13. To be able to receive and apply a discount code related to a course enrollment
14. To be able to view / print course activity history and transcript

As a Separated Employee, I want to:

1. To be able to view / print course activity history and transcripts

As a Non-Employee, I want to:

1. To be able to enroll in a State of Idaho course

As Manager, I want to:

1. To be able to approve or deny course enrollments for their Employee(s)
2. To be able to receive L&D alerts when new courses are created according to the needs or requirements of my Employee(s)
3. To be able to manage the course activity history of an Employee
4. To be able to view / print the transcript of an Employee
5. To be able to associate training completion with Employee performance evaluations

As Learning Specialist, I want to:

1. To be able to view and manage course enrollment
2. To be able to generate a QR Code for course enrollment
3. To be able to auto-register or mass assign Employees into an activity
4. To be able to notify an Employee of a training requirement for which the Employee needs to register

5. To be able to view training enrollments for Employees

As DHR / Agency / Manager / Learning Specialist, I want to:

1. To be able to view and manage course enrollment
2. To be able to generate a QR Code for course enrollment
3. To be able to search catalog for L&D activities
4. To be able to initiate and submit course registration on behalf of an Employee
5. To be able to receive notification of Manager approval or denial of course enrollment, and status of approval request
6. To be able to choose course date and time on behalf of an Employee
7. To be able to place an Employee on a course waitlist
8. To be able to receive notification that a course is full
9. To be able to receive notification to confirm course enrollment
10. To be able to be notified of annual training completion deadline
11. To be able to be notified when a seat becomes available while on the waitlist
12. To be able to receive L&D alerts when new offerings are scheduled for current courses
13. To be able to receive L&D alerts when new courses are created according to topics I've selected
14. To be able to pay for course enrollment
15. To be able to view / print Employee activity history and transcripts

HR-040-065: Manage Employee Course Transfer / Withdrawal

As an Employee, I want to:

1. To be able to transfer to another offering, to include payment
2. To be able to withdraw self from course
3. To be able to see all available courses, their dates and times
4. To be able to select a new course date and time to enroll in
5. To view Learning Specialist contact information to ask for a withdrawal or transfer
6. To be notified of my placement on the waitlist
7. To be able to be notified when a seat becomes available while on the waitlist
8. To be notified of my enrollment confirmation
9. To be notified if course is full
10. To be able to swap my credit with another employee at my agency
11. To be able to transfer my credit at a later date
12. To be refunded of my course payment for a withdrawal
13. To be able to see all available courses, their dates and times

As DHR/Agency/Manager/Learning Specialist, I want to:

- To be able to withdraw an employee from a course
- To be able to stop automatic notifications from the waitlist when transferring a credit to another employee
- To be able to swap attendees in a course

- To enroll another employee to a course with a discount code, if applicable
- To be able to see all available courses, their dates and times
- To be able to select a new course date and time to enroll an employee in
- To confirm enrollment of an employee
- To track withdrawals and unused credits
- To know if separated employees have unused course credits

As a Manager, I want to:

- To know if my separated employees have unused course credits

HR-040-070: Deliver Learning

As Learning Specialist, I want to:

1. To be able to upload paper sign-in sheet to course attendance history
2. To be able to access attendance rosters and course materials
3. To be able to designate a registrant as attendee or no-show
4. To be able to create a course evaluation

As Instructor, I want to:

1. To be able to upload paper sign-in sheet to course attendance history
2. To be able to access attendance rosters and course materials
3. To be able to designate a registrant as attendee or no-show
4. To be able to deliver course material / content
5. To be able to create a course evaluation

As Employee, I want to:

1. To be able to add comments when I add update an activity as complete
2. To be able to participate in a course and complete course evaluation
3. To be able to access course materials in advance of course start and while the course is active
4. To be able to receive my certificate and/or badge

As Manager, I want to:

1. To be able to add comments when an Employee updates an activity as complete
2. To be able to receive notification of activity status

HR-040-080: Document Employee Learning Results

As SME / Instructor / Learning Specialist, I want to:

1. To be able to attach L&D activity certificates to an Employee profile
2. To be able to enter assessment scores into Employee profile
3. To be able to run reports for scores on SCORM file activities

4. To be able to run attendance reports
5. To be able to view and compare multiple course evaluations
6. To be able to track and run reports on course evaluations
7. To be able to modify course attendance
8. To be able to complete an evaluation on the course and/or Instructor
9. To be able to activate / inactivate an Instructor
10. To be able to view / print / share course evaluations with both Employees and non-Employees
11. To be able to create a course evaluation

As Employee / Manager, I want to:

1. To be able to attach L&D activity certificates to an Employee profile
2. To be able to view a completed course evaluation
- 3.