

IT Project: Skills Assessment and Training Tool

WHAT IS THE SKILLS ASSESMENT AND TRAINING TOOL?

Washington Workforce Association's Local Workforce Development Boards are responsible for coordinating, aligning and setting the strategic vision for the American Job Centers - WorkSource Centers - in their areas. The LWDBs wish to expand access to quality online training in order to:

- Serve job seeker customers to help improve their skills in order to be more competitive in the workforce, to be become work ready.
- Serve worker customers to help improve their skills to maintain employment, or to develop new skills to advance in careers.
- Serve LWDB staff who spend most of their time interacting with customers and need training to keep up with the changes in the labor market, new technologies, or to improve their skills.

The Employment Security Department is partnering with the WWA to procure an online learning platform with the capacity to provide online training for its customers and staff that will enhance the function, reach, and impact of Washington's public workforce system during the COVID-19 pandemic and beyond.

PROJECT OBJECTIVE

A project team is focused on understanding the online learning needs, as well as gathering requirements for a LWDB online learning platform. The team will work with WWA/LWDB leaders to select and implement an online learning platform, ensuring the LWDB staff are properly trained on how to utilize the online learning solution to meet their needs.

PROJECT OUTCOMES



GATHER BUSINESS REQUIREMENTS ACROSS WWA – understand how we can support LWDB online learning needs.



VENDOR PROPOSALS AND EVALUATIONS – engage in the fair, competitive procurement process to find the right vendor that fits the online learning platform need.



SELECT THE TECHNICAL SOLUTION – select and contract with the online learning solution in alignment with minimum viable product requirements.



IMPLEMENT THE SOLUTION – implement the online learning solution in the desired locations and staff.



PROVIDE TRAINING – create the documentation and provide training to team members and support staff, ensuring they have the knowledge and tools needed to administer and maintain the online learning solution.

ADDITIONAL INFORMATION

Please visit the project's [SharePoint site](#). Need access to the site or have questions?

Please contact the Project Manager [Sarafine Appadolo](#).

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Estimated Project Timeline

April – May
2021

- Project Charter
- Gather and approval of requirements
- Initiate procurement process
- Vendor evaluations and demos
- Vendor selection and contract signing

May – June 2021

- Implementation Planning and Execution and Testing
- Training readiness
- Close out project



**Employment
Security
Department**
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