

Training Development Team

| Project Team Name | Commitment & Requirements | Expectation | Lead or PM Time Req |
|---------------------------|--------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|----------------------------|
| Training Development Team | 3 months 12 hours a month Potential travel | <ul style="list-style-type: none"> Develop general volunteer training (highlighting new structure) | 15 hours a month |

Statement of Work: This team consists of 5 seasoned volunteers(3 years or more in the volunteer ranks). The scope of work for this team would be to review, update, and create a general training program for all volunteers. This program must include pieces on History of DPhie, structure of the organization, expectations of volunteers(including paying dues), opportunities that are available(forming an AA, or joining a one-time project team) and logistics (reimbursement policies etc).

Time Commitment: Team member time commitment is 12 hours a month for 3 months with 1 conference call per week. The Project Manager commitment is 15 hours a month for 3 months with weekly conference calls.

Communication/Reporting: The Project Manager will work directly with the A&V Services Coordinator. Weekly calls will be scheduled for the duration of the project. The conclusion of the project will result in an online training module for continued use.