



Oracle Federal Financials

User and Applications Training

Executive Team Education
Project Team Education
End-User Training
Business Intelligence
Technical Training
Hyperion Training
Prism Training
Custom Training Solutions

An Introductory Guide to our comprehensive training solutions.

With a full range of standard and custom solutions, The Training Institute of Washington, DC can fulfill any training requirement involving the Oracle E-Business Suite of applications. Whether your organization needs a qualified team of instructors, courseware that reflects the unique aspects of your business activities, or training delivery onsite anywhere in the United States, The Training Institute of Washington, DC can provide a great solution package.

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3	<i>Project Team Education</i> <i>Position Your Project Team for Success</i>
4	<i>End User Training Programs</i> <i>Reduce Risk and Ensure the Success of Your Project</i>
5	<i>Business Intelligence Training</i> <i>Expand the Value of Your IT Investment</i>
6	<i>Technical Training</i> <i>Bring Your Technical Resources Up To Speed</i>
7	<i>Hyperion Training</i> <i>Analyze the Present, Plan the Future, and Study the Past</i>
8	<i>Prism</i> <i>Support Complete Acquisition and Grants Management Lifecycles</i>
9	<i>Custom Training Solutions</i> <i>Increase Productivity</i>

EXECUTIVE EDUCATION

Executive Workshop – 1/2 Day

This session prepares your Executive Team or Steering Committee to support a complete or partial implementation, or upgrade of the E-Business Suite (EBS) and sets expectations for:

- Project approach and critical success factors
- Project roles and responsibilities
- Project phases, timelines and cost estimates
- Pros and cons of customization
- Issue identification and resolution
- Risk identification and management
- Organizational change management and training

Aligning the Executive Team early in the project lifecycle will clarify expectations, simplify communication processes, develop trust and ease possible future road-blocks. This course is tailored for each audience based on specific client concerns, risks and project success factors.

Intro to Business Intelligence for Executives – 1/2 Day

This session provides a foundation on which your Executive Team or Steering Committee can build a Business Intelligence Initiative. Culled from our popular “Intro to Business Intelligence” course, this executive-level briefing provides the following:

- Introduction to Business Intelligence concepts and terminology
- Introduction to Oracle BI Toolsets, including right-fit analysis
- Facilitated “Visioning” session for your Business Intelligence initiative

Preparing for Business Intelligence initiatives at the highest level of the organization sets the stage for a streamlined, uniform and global approach to business intelligence strategies throughout the organization.

PROJECT TEAM EDUCATION

Project Team Education benefits subject matter experts (SMEs) and technical teams who must be prepared to make intelligent, strategic decisions on how to set up and deploy Oracle applications. It is the optimal way to kick off your Oracle implementation or upgrade. Project Team Education will:

- Increase understanding of key module features
- Demonstrate basic module transactions
- Explain data flow and integration points
- Discuss associated business requirement issues
- Identify setups and critical success factors

Introductory Courses

<u>Topic</u>	<u>Days</u>	<u>Topic</u>	<u>Days</u>
EBS Essentials	1	Overview – Oracle Financials	1/2
Navigation	1/2	Overview – Oracle Manufacturing	1/2
Overview – Methodology	1	Overview – Oracle Projects & PJM	1/2
Overview – Oracle ERP	1	Overview – Oracle Supply Chain	1/2

Financials and Projects Courses

<u>Topic</u>	<u>Days</u>	<u>Topic</u>	<u>Days</u>
Accounts Payable	1	Internet Expenses	1
Accounts Receivable	1	iReceivables	1
Applications Desktop Integrator	1	Lease Management	1
Cash Management	1	Project Billing	2
Customers Online	1	Project Contracts	2
Enterprise Planning & Budgeting	2	Project Costing	2
Fixed Assets	1	Project Fundamentals	1
General Ledger	3	Project Management	1
Grants	1	Project Resource Management	1
Internal Controls Manager	1	Trading Community Architecture (TCA)	1

Human Capital Management Courses

<u>Topic</u>	<u>Days</u>	<u>Topic</u>	<u>Days</u>
Advanced Benefits	2	Self-Service HR	1
Core HRMS	2	Time & Labor	2
iLearning	1	Tutor Author	1
Learning Management (OTA)	1	Tutor Publisher	1
Payroll	2		

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END USER TRAINING PROGRAMS

End User Training is perhaps the single-most important activity you can do to ensure system adoption. Even the most elegant system will fail if the users cannot perform their jobs using the software. The Training Institute of Washington, DC provides custom, tailored solutions that target learners in unique job roles. Materials are developed based on in-depth analysis of job roles. Course topics are grouped into logical segments to provide instructor-led training that is both effective and efficient.

End User Training includes:

A customer-specific overview of the implemented ERP solution
 Detailed transactional instruction within the context of customer business processes
 Hands-on labs incorporating customer business processes and customer data

The following diagram depicts the Methodology used to develop and deliver training with excellence:

1st Needs Assessment		
Oracle Skills Assessment	Computer Skills Assessment	Responsibility Matrix
2nd Curriculum Design		
Training Plan		Course Curricula
3rd Logistics/Materials		
Courseware, Labs and Guides	Peripheral Support Materials	Training Schedule
4th Delivery		
Instructor Led Training	Computer Based Training	Web Based Learning
5th Implementation Support		
Tactical Support Teams	(Coaching)	Monthly Close Support

Sample of Oracle End User Training Courses

<u>Potential Topics</u>	<u>Days</u>	<u>Potential Topics</u>	<u>Days</u>
Introduction to Oracle for End-users	5	Advanced Oracle SQL for End-users	4
Oracle Applications 12i Workflow	4	eBusiness Suite Jumpstart	5
AR accounts receivable module	5	AP accounts payable module	5
GL general ledger module	5	FA Fixed Assets module	5
Oracle iProcurement (purchasing)	3	Oracle Collections	5
Order Management	5	HR (Human Resources) HRMS	5
Project Management (costing & billing)	5		

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BUSINESS INTELLIGENCE TRAINING

Business Intelligence (BI) is gaining ever increasing importance in organizations and it is important to understand the available BI tools and how to successfully deploy them within your organization. The Training Institute of Washington, DC offers BI workshops and training for executives, end users and implementers. Our training covers

Oracle Business Intelligence Standard Edition (OBI SE)
Oracle Business Intelligence Enterprise Edition (OBI EE)

Students learn the fundamentals of Business Intelligence (BI), an understanding of the Oracle BI Tools, and how to deploy business intelligence effectively in their organizations. The Intro to Oracle BI course facilitates identification of Key Performance Indicators (KPIs), and promotes solutions for integrating and leveraging them into a comprehensive Business Intelligence strategy, utilizing management dashboards, balanced scorecards and other techniques. Our Business Intelligence courses are designed to enable your organization to easily build a curriculum tailored to your unique deployment requirements and objectives. Business Intelligence Courses

Business Intelligence Courses

<u>Topic</u>	<u>Days</u>	<u>Topic</u>	<u>Days</u>
Intro to Oracle BI	1	OBIEE – Develop Dashboards	3
BI (XML) Publisher	1	OBIEE – Functional Orientation	2
Discoverer – Functional Orientation	*	OBIEE – Technical Orientation	2
Discoverer – Technical Orientation	2	Oracle DBI – Functional Orientation	*
Discoverer - User Navigation	1	Oracle DBI – Technical Orientation	2

* These topics are offered as either generic or custom training. Topic durations are dependent on modules implemented, client data structures and training breadth requirements.

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TECHNICAL TRAINING

As technologies evolve, it is more important than ever to keep the skills of your technical resources sharp and up-to-date. The Training Institute of Washington, DC offers two tracks of Technical Team Training to suit a variety of business needs, from basic training for novice staff to in-depth courses for experienced developers. Our tracks include:

Core Technical: To promote the development of Oracle technical proficiency

Applications-Based Technologies: To build on the existing skills of your technical resources, transforming them into EBS-savvy technical resources

Students learn the tools, concepts and techniques of the Oracle Applications Technical Toolset, and apply that knowledge to real-life development exercises. Technical courses are designed with topics that build on each other. This strategy enables a just-in-time approach and allows students to graduate to the real world and contribute immediately as effective members of the development team.

Core Technical Courses

Topic	Days	Topic	Days
Advanced SQL and SQL*Plus	2	Intro Oracle Reports	2
Basic UNIX for Oracle	1	Intro to SQL and SQL*Plus	2
Build Applications with ADF	5	PL/SQL	3
Build OA Framework Applications	4	TOAD	1
Intro to Java using JDeveloper	5	XML Fundamentals	2
Intro to Oracle Forms	3		

Applications-Based Technology Courses

Topic	Days	Topic	Days
Alerts	1	Overview and Data Model - Financials	2
Applications Technical Foundations	1	Overview and Data Model - OM	2
Customize OA Framework Apps	4	Overview and Data Model - Projects	2
Extend Oracle Apps with Forms	5	Overview and Data Model - MFG	2
FlexFields	1	System Administration	2
Forms Personalization	1	Using and Supporting Workflow	2
Overview and Data Model - CRM	2		

Note: Please contact The Training Institute of Washington, DC for specific information on any topic that does not appear on this list. Some pre-requisites may apply. For detailed course descriptions, please contact your sales representative.

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Hyperion is used to analyze business data for financial planning and budgeting. Thousands of users rely on Hyperion as their financial consolidation, analysis and reporting system of record. Hyperion is powerful enough to be used for analyzing organizations present finances, planning future earnings, and studying past growth as a means of predicting growth to come.

Hyperion training will give your staff the tools necessary for long-term success. Training can be customized to fit the overall impact of the Hyperion implementation to the total system installation.

Standard Hyperion Courses

<i>Topic</i>	<i>Days</i>
Crystal Ball: Essentials	2
Essbase: Fundamentals	3
Essbase Analytics: Bootcamp	5
Hyperion Financial Data Quality Management Administration	3
Hyperion Interactive Reporting: Reports Dashboards Essentials	5
Hyperion Interactive Reporting: Design Advanced Reports	2
Hyperion Interactive Reporting: Design Reports Dashboards	3
Hyperion Reporting Analysis: Administration	5
Hyperion Web Analysis: Design Reports	2
Essbase: Calculate Databases	2
Essbase for System Administrators	3
Essbase: Bootcamp	5
Essbase: Calculate Block Storage Databases	2
Hyperion Financial Management: Create Manage Applications	5
Hyperion Financial Management: Installation Configuration	3
Hyperion Financial Management: Create Rules Using Calc Mgr	4
Hyperion Financial Reporting for Essbase Planning	2
Hyperion Financial Reporting for Financial Management	2
Hyperion Planning: Installation Configuration	3
Hyperion Planning: Create and Manage Applications	5
Hyperion Smart View for Essbase	1

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PRISM TRAINING

PRISM is a powerful, web-based application that provides government agencies with the tools needed to effectively support the complete acquisition and grants management lifecycles, from initial planning and requisitioning through award and closeout. Agencies that take advantage of PRISM's comprehensive foundation are better positioned to focus funding and resources on solving the business problems that are unique to their mission.

Our classes allow agencies the opportunity to train new users and enhance the skill set of previously trained users in a cost effective on-site training format.

PRISM Courses

<i>Topic</i>	<i>Days</i>
Large Contracts	5
System Administrator	3
Grants	3

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CUSTOM TRAINING SOLUTIONS

The Training Institute of Washington, DC offers custom solutions for any training requirement involving the Oracle EBusiness Suite when pre-defined solutions cannot meet your needs. The following are some examples of services we can provide:

Post Implementation Training

This training targets those who want to expand their use of the Oracle Applications “beyond the basics”. Some implementation projects leave the users with only basic functional knowledge. This training helps users understand the features they can employ to increase productivity. It also provides an opportunity to explore features of value for next-phase roll-outs.

Training Audit

Includes a review of the perceived training requirements within an organization and provides recommendations on cost effective solutions to meet those training needs.

Upgrade/Delta Training

This training targets users who plan to upgrade to the newest release of the Oracle E-Business Suite and who want to explore additional functionality to reduce customizations or eliminate work-around business processes. The instructor takes time to learn client business requirements and provides meaningful instruction on topics with the best cost-savings potential.

Training for Super Users and System Testers

This training is aimed at individuals who did not attend Project Team Education, but who participate later in the implementation life-cycle. It includes an overview of data flow and integration points, understanding of generic module transactions and the use of detailed hands-on labs to reinforce learned concepts.

Functional Go-Live Coaching

This role is frequently played by instructors who have conducted end-user training, as they are familiar with client business processes and application functionality.

Organizational Change Management

Our training fits seamlessly within your Organizational Change Management Program, or we can initiate a Change Management Program for you. Excellence in Organizational Change Management increases rates of user adoption and increases the likelihood of project success.

Please contact us if you have a special need.

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