# Training Plan

The DDI Training Committee (Amber Leahey, Dan Smith, Jane Fry, Jon Johnson) has met every other week and is developing a vision for training-related projects. We began our work by identifying five important training resources, listed below, that we thought the Alliance should provide. The goal is to complete the first three deliverables below by Summer 2015 for the new DDI website.

* ***Online DDI Training Center on redesigned Website.*** This training center will pull together everything currently on the site related to training and present it in a well-organized way.
* ***Online introductory module.*** This may be a set of slides or a Camtasia video. The focus will be very high-level: what DDI is and why it is important to use it.
* ***Audience-focused introductory pages on DDI.*** The group has developed DDI for Librarians, Managers, Archives and Repositories, Researchers, and Developers.
* ***DDI lifecycle tools list.*** This will be an interactive version of the lifecycle diagram. The group will assemble tools and resources grouped by components of the life cycle, linkable from the stages of the life cycle diagram.
* ***Set of use cases.*** This will be a set of use cases related to incentivizing researchers to document data. We can use a small survey as an example to demonstrate what DDI can offer to the researcher. We also want the “wow factor,” showing how to generate a readable codebook that can accompany a dataset.

Ultimately, we would like to offer a continuum of online training from basic to more advanced to encourage DDI use.

## Discussion

* Do you agree with the ideas for training materials and their priorities?
* Are there other training activities the Alliance should undertake?
* What would you recommend that we remove to save money?

## Goals of Training

* Improve people’s comfort level and competence in working with DDI
* Bring in new users (and members)
* Gear training to specific audiences
* Develop expertise within the community for training purposes

## Enhancing Training Opportunities

We find that current DDI training is not always targeted to the right audiences. We need specific training for managers, for instance. We also need to redo the website to help people understand DDI as sometimes it feels like insider knowledge. Coordination with other groups, including marketing / promotion, Dagstuhl training, and the website redesign team, would improve training opportunities for the DDI Alliance.

The group recommends adding more information on the site about the benefits of using DDI and how to create DDI. This overlaps with marketing but is important for training as well. For example, some people think DDI is too technical and want help in doing it properly. How can we support them? Can we provide “good” DDI examples?

Another idea is to provide more DDI profiles, like the DDI profile for data collection developed by Jon Johnson and Louise Corti. And having links to Ask an Expert or Consult a DDI Trainer or Join the DDI Community Listserv may also be useful.

## The group reviewed the Publications section of the website with an eye toward training and recommended that a “publication type” be created in Drupal to enable filtering and faceting of publications. We should also archive the older publications.

The current Getting Started guide was seen as too detailed and technical for people just beginning to learn about DDI. We are rewriting it to be at a higher level with recommended tools and guides to using the tools. The audience is something to consider but also we need to think about which version of DDI we are talking about because the first task for the prospective user is to decide what is the most appropriate DDI version to use based on the task. We should guide decisions by providing use cases. For instance, if you want to develop a catalog or want to describe a single wave of a study, you should use Codebook and these are the tools that can help.

Students can be a good way of developing some of the training materials for relatively low cost. Another possibility is a CLIR fellow with expertise in Data Curation.

As with the Marketing Group, the Training Group discussed future activities spanning the upcoming fiscal year through the two following years given that DDI-LMD will be completed during that time and training needs may be different.

The group recommends expenditures of $15,000 in FY2016, $10,000 in FY2017, and $15,000 in FY2018.

**Now through FY2016 (July 1, 2015 - June 30, 2016)**

|  |  |  |
| --- | --- | --- |
| **Training activity** | **Cost** | **Training Goals** |
| Audience-specific intros to DDI for website (under way) | In-kind contributions | Gear to audience |
| Getting started guidance (under way) using volunteers and students | In-kind contributions to start; up to $5000 for students with intro videos below | Comfort level and competence; audience; new users |
| Online introductory module/training videos using volunteers and students (under way) |  | New users |
| Full On-line Training Center on DDI site (under way) | In-kind contributions | New users |
| Metadata evangelism, capitalizing on the topicality of metadata (overlaps with Marketing) | $5000 would fund two trips | New users |
| Train the trainer  | $5000 | Develop community expertise |

**Total $15,000**

**FY 2017 (July 1, 2016 - June 30, 2017)**

|  |  |  |
| --- | --- | --- |
| **Training Activity** | **Cost** |  |
| DDI lifecycle tools list  | In-kind contribution | New users |
| Set of use cases | In-kind contribution | New users |
| DDI-LMD Migration tools | $5000 | Support existing users |
| DDI-LMD Updates (getting started guides, other training) | In-kind contribution | New users |
| Train the trainer  | $5000 | Develop community expertise |

**Total $10,000**

**FY 2018 (July 1, 2017 - June 30, 2019)**

|  |  |  |
| --- | --- | --- |
| **Training Activity** | **Cost** |  |
| Professional training video on Lifecycle-LMD | $10,000 | New users |
| Training modules by audience | In-kind contribution | New users |
| Train the trainer  | $5000 | Develop community expertise |

**Total $15,000**

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**Feedback from the DDI Meeting 06/01/2015**

-incorporate training about using classification and controlled vocabularies

- training about reusing items

- provide working examples for developers

 -code space (github)

 -gather current githubs and code spaces

-incorporate use cases and user stories whenever possible “I want to:” etc.

-How can we present training for those doing research data management? Should we tailor language and tools specifically for RDM services etc.?

 -emphasize open access / open science

 -data management for librarians etc.?

 -data management for researchers

-Eurostat has a number of DDI videos and training materials available (need to follow up with Arofan? need e-mail only have earth one)

-Incorporate an evaluation module into the training so that we can get feedback from users

-Promote and highlight the Dagsthul training, perhaps there could be some coordination with that?

 - events feed, promote DDI training workshops that are happening

-develop training that starts with data collection and questionnaires (e.g. Nooro tool > DDI integration)

**Next steps:**

-work with marketing and web group to get started on populating the website and using the shared message; summer 2015

-introduction video; summer 2015 (in-kind from SP, Carleton)

-Getting started guide

 - develop use cases

 - identify tools and workflows to highlight

 -formats?

-how do we want to accomplish this work ? We have access to $5000 for this kind of work.