

## Project Manager Training Plan

The Project Manager is responsible for the management of customer implementation projects, from inception through project closure. They are responsible for driving solution definition, resource allocation, project direction, team building, budget control, non-conformity resolution and overall risk management.

### Responsibilities

- ▶ Develop project plans specifying goals, strategy, staffing and scheduling
- ▶ Deliver timely and effective updates to internal and external contacts
- ▶ Take an active role in resolving conflicts and delivering solutions
- ▶ Actively participate in the growth of the general knowledge base of the OnBase team
- ▶ Create and maintain project documentation
- ▶ Manage and actively participate as a member of the project team to help create a sustainable, viable solution that is tailored to the customer's requirements and objectives, while utilizing Enterprise Content Management (ECM) solution best practices

### Sample Training Plan

This sample training plan includes courses which are recommended for the OnBase Project Manager role. The Education Services team at Hyland Software can help create a custom training plan for any individual. To request more information send an email to [training@onbase.com](mailto:training@onbase.com)

Course	Delivery Method	Duration
<a href="#">Introduction to OnBase</a>	Premium Subscription	1 hour 30 minutes
<a href="#">End User Essentials: OnBase 16 Unity Client</a>	eLearning	1 hour 45 minutes
<a href="#">Pre-Installation: Welcome to OnBase</a>	eLearning	56 minutes
<a href="#">OnBase Fundamentals</a>	Instructor-led	3 days
<a href="#">System Administration</a>	Instructor-led	5 days
<a href="#">Reporting Dashboards</a>	Premium Subscription	1 hour 35 minutes
<a href="#">Quick Look: Workflow and OnBase Studio</a>	eLearning	1 hour 16 minutes
<a href="#">Implementation Methodology</a>	Premium Subscription	2 hours 40 minutes
<a href="#">Workflow: Discovery Techniques</a>	Premium Subscription	54 minutes
<a href="#">Workflow: Implementation Best Practices</a>	Premium Subscription	2 hours 10 minutes
<a href="#">CommunityLIVE</a>	Conference	3-5 days

### Additional Resources

- ▶ [Register](#) to receive weekly [Quick Look](#) eLearning courses
- ▶ Review your [Training Transcript](#) on Training.OnBase.com
- ▶ Browse technical resources, ask questions and find answers at [OnBase.Com/Community](https://OnBase.Com/Community)
- ▶ For more information or for custom training recommendations email [training@OnBase.com](mailto:training@OnBase.com)