

**Training Management Information System (TMIS) - Proposal**

The proposal

To introduce a TMIS

Impact on the organisation – the TSA will be able to

* be more strategic with marketing and communications inc. target marketing, *(Lalle Godfrey example)*
* enable to Director to increase visits to partners, relationship building, and innovation
* ensure the administrator can be far more effective with additional efficiencies in the use of time with potential reductions in the first instance (before increased engagement of schools via membership, and training etc).
* A typical weekly reduction in data entry admin time with the TMIS could be up to 12 hours
* When admin time is heavy (i.e. Secondary Subject Networks) – approx. 20 hours is spent per week in data admin time; copy/paste/duplicate/format etc.

***Point to note*** – the TSA director currently spends approximately 20% of the time (1-day per week) supporting general administrative tasks; booking rooms/refreshments/scanning docs/printing materials and registers. Typical admin tasks for the TSA administrator include;

* Emails
* Spreadsheets
* Marketing – flyers/materials/website update
* Phone calls
* Bookings for networks & collation/dissemination of materials (minutes/agendas/docs etc)
* Course materials specific to evaluations
* Communications – training/protocols, email groupings/partners/organisations
* Website – uploading resources, editing content, designing structures

Donna (3 hrs per week) – Task based activities

* Types up SSN data, evaluation data (collated),
* Creates/produces course materials for all courses (significant amount of time)
* LA weekly news advert
* Ad hoc tasks – Contacts and Intelligence update, data input/manipulation/reporting

The Benefits of the TMIS will be

* to accurately report on all levels of engagement with the alliance, including specific detail in a timely manner
* to monitor the impact of the TSA swiftly and target areas of under-performance
* A reduction in the amount of manual administration time doing the follow; Spreadsheet (copy and pasting data from booking forms/emails, data into excel spreadsheet
* to be able to format and present data in the spreadsheet for different purposes/audiences
* to communicate easily with all delegates, including an automated system

The risks

* The system does not pay for itself over the next 2 years of guaranteed funding – 2018-19 inclusive
* The company ceases to exist

Cost implications

* Inco-Education (£25,000 including design, implementation and training, plus £4,500 annual costs and maintenance) This system includes individual login accounts for users.
* Xanda (£12,850 including design, implementation and training, plus £1,300 annual costs and maintenance)
* Dante (£7,375 including design, implementation and training, plus £2,640 annual costs and maintenance) This system includes individual login accounts for users.

Cost savings

* Example - Power of Coaching is typically £2,400-£3,000 (bespoke) equating to 2 days delivery. 1 day per week potential loss of income (i.e. POC) is £1,200 - £3,000 per day, less costs/resources.
* Diverting potentially 12 hours per week/admin to the benefits identified above.

Potential income generation

* See TSA Membership proposal as part of the income