

## eProjects Training Videos



### Description

Concise training videos were made on 15 topics within the eProjects system to train new users and be available for current users as a resource which can be viewed at any time instruction is needed. The videos for new employees are grouped into three modules and placed in MoDOT U. These were developed completely in-house. Each video tutorial demonstrates a specific topic and addresses information to give a full understanding of how the system works including desktop demonstrations.

### Benefit

Developed in house, eProject training videos eliminate the need to provide one-on-one training for new employees. Training requires no travel for instructors or participants. By avoiding the need to travel this allows for money to be saved on fuel usage, save time by not having to travel, and improves safety by eliminating the unnecessary trips to training sites. The training is simplified by using desktop demonstrations; users can view exactly the steps needed in the desired task. Individuals can pause, rewind and re-watch videos to ensure they completely comprehend the process. These training videos are available for all current and future employees. The videos can be referenced at any time to provide information needed.

### Materials and Labor

There were no cost in materials and total amount of time came out to be 32 hours.

### For More Information Contact:

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Additional information, photos or videos can be seen by accessing Innovations Challenge SharePoint page at: <http://sharepoint/systemdelivery/TP/Documents/InnovationsChallenge.aspx>