

PRISM Genesis



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Objective



- This training series will take the new or novice PRISM user through the most fundamental usage of PRISM
- Each session will review a new module and/or PRISM functionality with real antidotal use cases to draw from
- At the end of this class students are expected to be capable review and navigating fundamental PRISM screens and functionality and attend advance courses

Format and Delivery



- The series will be delivered on-line to a small intimate interactive class size of 15-20 users in eight (8) weekly one-hour classes starting a noon EST.
- Each session is self contained, however, it does build on what was previously learned. A commitment to the eight week schedule is suggested
- The PRISM demonstration site will be used as real-world examples of what can be accomplished
- Online registration is required. The first 15 registrants will be accepted. Please limit jurisdictional attendance to two participants

PRISM Genesis Class Topics



Session	Class	Topics
1	PRISM Overview & Vendors	Discover the PRISM screen layout, learn shortcuts, login assistance, help, and the support. Vendor searching, maintenance will be discussed
2	Vendor Correspondence & Surveys	Learn how to automate your workflow and perform outreach by using the correspondence center and surveys to communicate with vendors and record site visits. Session 1 is required.
3	Managing Contracts	Understand the key data components of a PRISM contract, how to search for contracts, maintain contracts, add goals, and sub plans. Session 1 is required
4	Contract Spend	Learn the fields associated with spend and understand how to view the prime and sub spend and access the attainment of the contract. Session 3 is required.
5	Goals, Roles, and Programs	Discover the flexibility of sub plans and reporting spend with dynamic roles and programs. Session 3 and 4 are required
6	Master Agreements	Learn how PRISM manages and interprets MAs. Understand the difference between a task order and a contract and how to obtain the spend associated with an MA or TO
7	Reports & Dashboards	Review some of the highly used reports and learn when and how to use them
8	Vendor's View	See PRISM from the vendor's lens. Be prepared to answer their questions. Perform account and digital signature resets.

Genesis Schedule



- A session will be given every week (Wednesdays) at noon

Session	Class	Lecturer	Date
1	PRISM Overview & Vendors	Cecil	1/10/2018
2	Vendor Correspondence & Surveys	Cecil	1/17/2018
3	Managing Contracts	Cecil	1/24/2018
4	Analyzing Contract Spend	Cecil	1/31/2018
5	Goals, Roles, and Programs	Cecil	2/7/2018
6	Master Agreements	Cecil	2/14/2018
7	Reports & Dashboards	Cecil	2/21/2018
8	Vendor's View of PRISM and how to help	Cecil	2/28/2018

* Lecturer may change for any session