



Experience of the Federal Treasury in Organization of a Large-Scale Training

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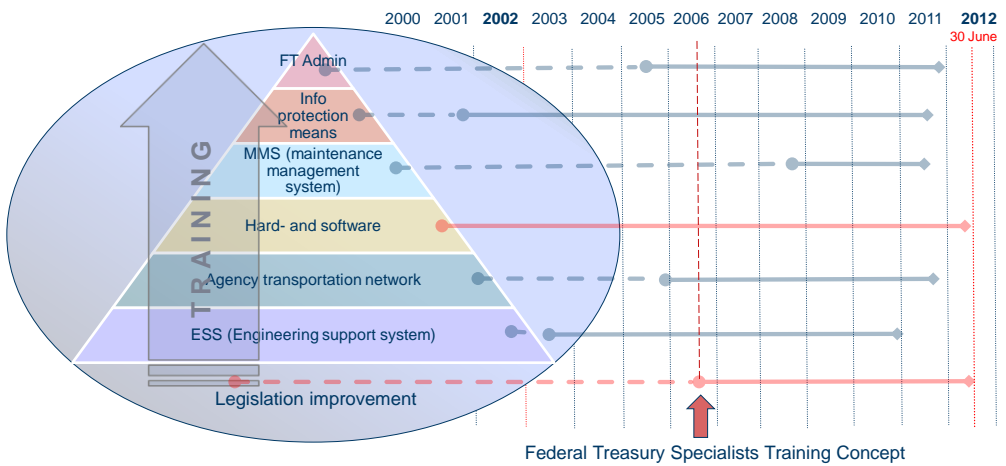
CONTENT

- Preparatory activities
- Main activities
- Logistics
- Results
- Project management

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Each step in project implementation contained a training activity



Under contracts for supply of equipment	Under contract on software development and implementation (Training strategy)	<input type="checkbox"/> List of activities, topics, duration of training <input type="checkbox"/> Groups of trainees <input type="checkbox"/> Form of training <input type="checkbox"/> Recommendations on executor's selection procedure
By Treasury officers' own efforts (replicators)	Under consultancy contracts	

Concept of Training

Казначейство России www.roskazna.ru



Training under Consultancy Contracts

Training basic computer skills to functional specialists, training of IT specialists.

Teaching methodology to functional specialists

Training for employees of the Federal Treasury on "Information security in use of modern information technologies" .

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Казначейство России www.roskazna.ru

Teaching basic computer skills to functional specialists, training of IT specialists

Area of training	Group of specialists
Improving knowledge in the field of organization and implementation of design, establishment and exploitation of systems implemented by the FT Administration	IT specialists, deputy managers of the FT in charge of IT (285 persons)
Support and maintenance of components of Engineering Support System (ESS) of the FT units	ESS specialists (222 persons)
Improving basic skills in use of IT	Functional specialists (9463 persons)

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Improving knowledge of organization and implementation of design, establishment and exploitation of systems implemented by FT Administration

List of training courses	Number of students from each FT Office	Number of students from FT Central Administration
Introduction to project management (40 hrs)	2	25
IS design project management (40 hrs)	3	18
Best international practices of IT organization and management (40 hrs)	2	25
Practice of IT outsourcing. Organization and implementation (40 hrs)	0	25
Practice of IT outsourcing. Application and control (24 hrs)	2	0
Modern IT (24 hrs)	2	25
TOTAL	267	25
Internship abroad	1	15
TOTAL	89	15

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Support and maintenance of components of Engineering Support System (ESS) of FT units

List of training courses	Number of students from each FT Office	Number of students from FT Central Administration
Track of training courses for employees of Administrative units of FT and FT Central Administration (64 hrs total)	1 (2 for large units)	2
Track of training courses for employees of FT IT units and FT Central IS Division (40 hrs total)	1 (2 for large units)	2
TOTAL	218	4

8



IT and ESS trainings
interregional
training
in Moscow

Project Logistics



Basic IT
Training in
87 regions

Project Logistics





Improving basic IT skills



List of training courses:	Number of students from each FT Office	Number of students from FT Central Administration
Basic PC skills (8 hrs total)	Number of specialists from each FT Office is determined by the contract TOR (subject to requests)	Number of specialists is determined by the contract TOR (individual approach)
Office software skills (24 hrs total)	Number of specialists from each FT Office is determined by the contract TOR (subject to requests)	Number of specialists is determined by the contract TOR (individual approach)
TOTAL	9354	109

The Project took the first place in nomination “Training solutions” in the Annual Contest of Microsoft Partner Projects among more than 3,000 participants from all over the world.



Training outcomes (basic skills)

Overview of testing and survey results among the participants



	How familiar were you with the set of studied products, i.e. Microsoft Windows, Word, Excel, Outlook BEFORE the training?		How familiar are you with the set of studied products, i.e. Microsoft Windows, Word, Excel, Outlook AFTER the training?	
	Number	Average % of correct answers	Number	Average % of correct answers
		Entry test		Final test
Bad	527	35.42%	12	87.08%
Satisfactory	3250	37.57%	835	86.31%
Good	3932	40.82%	5277	89.69%
Excellent	529	44.44%	2106	92.18%



Training methodology to functional specialists

- **8 areas of training:**
 - No. 1. “Overview of best international practices in organization of cash execution of budgets” (1 training course – 2 days).
 - No. 2. “Methods of budgeting” (1 training course – 5 days)
 - No. 3. “International accounting principles in public sector” (1 course – 5 days).
 - No. 4. “Internal control and internal audit” (1 training course – 2 days).
 - No. 5. “Accounting and reporting in public sector” (1 training course – 5 days).
 - No. 6. “Improving management skills” (1 training course – 5 days).
 - No. 7. “Teaching methods” (1 training course – 3 days).
 - No. 8. “Evaluation of employees’ qualifications” (1 training course – 6 days).
- **3 internships:**
 - No. 1 “Learning from best international practices in budget execution systems” (within training area no. 1) – Canada.
 - No. 2 “Result-based budgeting” (within training area no. 2) – USA.
 - No. 3 “Learning from international experience of accounting and financial reporting in public sector” (within training area no. 3) – Switzerland, Austria.



Teaching methodology to functional specialists

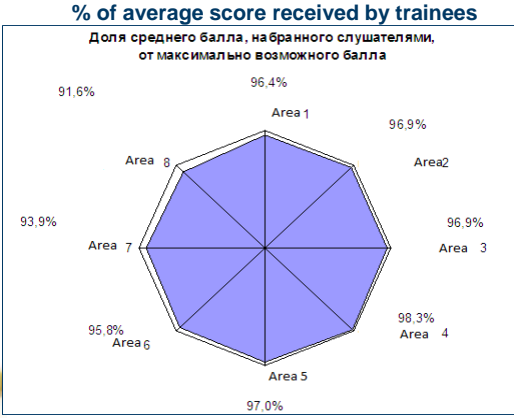
- FT Central Administration employees were trained in areas no. 1 – 8
- FT Offices employees were pilot-trained in areas no. 4 – 8
 - In FT Office in Nizhny Novgorod – areas no. 4, no. 5, no. 7
 - In FT Office in Leningrad Oblast – training area no. 6
 - In FT Office in Volgograd Oblast – training area no. 8
- Employees of all other FT Offices were further trained in areas no. 4 – 8

Training area	Number
No.1 “Overview of best international practices in organization of cash execution of budgets”	55
No. 2 “Budgeting methods”	33
No. 3 “International accounting principles in public sector”	30
No. 4 “Internal Control and Audit”	271
No. 5 “Accounting and reporting in public sector”	271
No. 6 “Improving management skills”	1350
No. 7 “Teaching methods”	265
No. 8 “Evaluation of employees’ qualifications”	695
Total trained specialists	2970



Test Results

- At the end of the training course, each group was tested.
- According to the rules set in the Project Charter, a trainee passed exam if he/she gave correct answers to at least 80% of questions.
- Test results have shown that 100% of trainees in each area had passing scores at the end of the course, i.e. each of them gave correct answers to more than 80% of the questions.

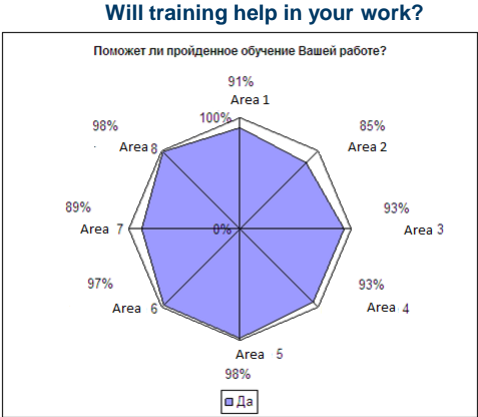


*Numbers designate areas of training



Survey results: applicability of training in practical work

- Survey has shown that 95.8% of trainees on average stated that the training results would help them in their practical activities.
- In trainees' opinion, most efficient, from the point of view of their practical applicability, are the training areas no. 5, 6 and 8.



Yes

*Numbers designate areas of training



Training employees of the Federal Treasury on “Information Security in Use of Modern Information Technologies”

Project Goal – to ensure substantial improvement of knowledge and skills among FT management, supporting staff (IT and Information Security specialists), as well as plain users in information security, to ensure reliable protection of information at all stages of its processing.



Project results – improved competence in information security of all groups of FT employees – from managers to functional users in its territorial subdivisions. Enabled framework for further training of all FT employees in the field of information security.



No.	Training area	Trainees		
		FT Central administration	FT Territorial entities	Total (persons):
1.	“Information security management: strategic activities”	FT Offices and Central Administration management (39 persons)		39
2.	“Enabling Complex Information Security”	Specialists from Division of Secret Regime and Information Security (DSRIS), IS Division (84 pers/course)	Specialists from Interregional Center of Information Protection (ICIP) and Pilot Center (40 pers/course)	124 (pers/course)
3.	“Basic information security”		Functional users (60 pers)	60
4.	“Efficient teaching of “Basic information security” course”		Specialists-replicators (168 pers.) from ICIP and Pilot Center (10 pers.)	178
5.	Internship abroad	Employees of the FT Central Administration (21 pers.)	ICIP and Pilot Center (8 pers.)	29



Training Project Management



- Focus on process approach to organization and conduct of training
- A detailed elaboration of the Project Charter and Regulations for interaction between participants in the course of project implementation
- Project management in accordance with the international standards
- Optimization of financial expenditures
- Optimization of logistical expenditures while preparing Training timetable
- Activities for maximal improvement of training efficiency



To organize activities under each project:

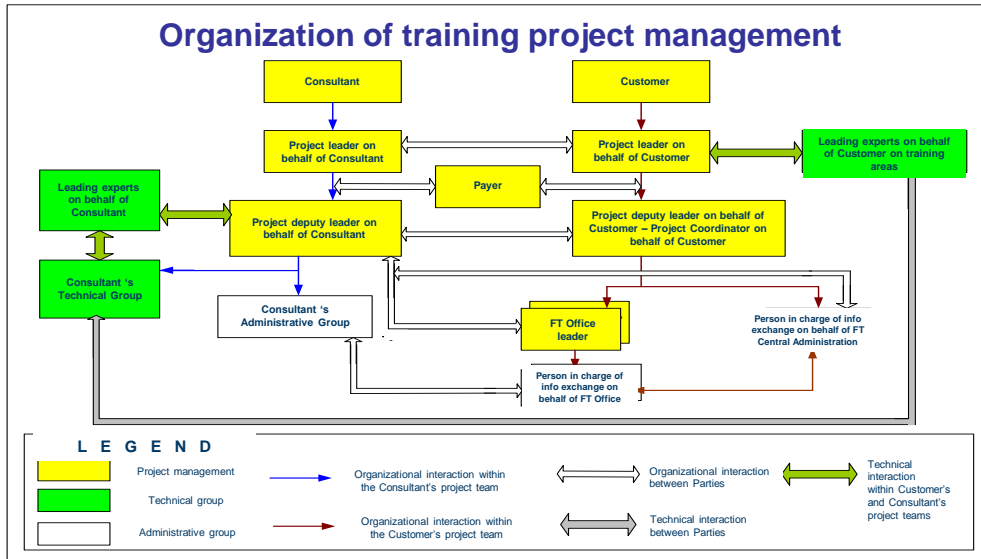
- A Project Plan signed (Project Charter)
- A Timetable of Training and a Detailed Timetable of Training prepared and coordinated.

For each training area:

- Training programs prepared and coordinated (including internship Programs);
- Training materials prepared, including :
A manual;
A notebook for practical exercises;
Final test tasks.
- Necessary infrastructure for training prepared (training premises, equipment);
- Training of specialists, survey and final testing done.



Organization of training project management



Long-term results

- An electronic training course developed on "Training of basic IT skills".
- An electronic training course developed on "Basic information security".
These courses were prepared and presented in a format adequate for distance learning with an option for testing included, as well as in a format adequate for autonomous studies.
- An e-library created for all directions of training.
- Replicators trained to disseminate knowledge in FT Office.



Thank you for attention!

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