



# COMMITTEE ON INFORMATION TECHNOLOGY

Office of the City Administrator

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## Proposed COIT Training Curriculum

Courses	Proposed Topics
Procurement	<ul style="list-style-type: none"><li>• Current pain points and methods to minimize them</li><li>• Best practices (piggybacking, evaluation criteria, etc.)</li><li>• Tech Marketplace requirements</li><li>• Contract management and vendor management</li><li>• Resources: Checklists, vendor pools</li></ul>
Project Management	<ul style="list-style-type: none"><li>• Project Management Methodology: PMBOK vs. Agile</li><li>• Maturity Level (CMMS)</li><li>• Available PMO software</li><li>• How to modify planning based on City environment</li><li>• Resources: PMO User Group; training options</li></ul>
User Centered Design	<ul style="list-style-type: none"><li>• What is Human-Centered Design</li><li>• How to and when to conduct user tests</li><li>• How to incorporate user feedback</li></ul>
Agile	<ul style="list-style-type: none"><li>• Overview of Agile – what is agile?</li><li>• When is it appropriate to use agile?</li><li>• How and when is agile implemented in the City?</li><li>• What are anticipated challenges and how to overcome them?</li><li>• Where to go for in-depth training and coaching</li></ul>
Accessibility Principles	<ul style="list-style-type: none"><li>• How to incorporate accessibility principles and thinking about users early in design</li><li>• Types of disabilities, what are the standards? (WCAG, etc.)</li><li>• Assistive technology tools</li><li>• What is Section 508? Why is it important to comply?</li></ul>
Data Sharing and Governance	<ul style="list-style-type: none"><li>• What is an API?</li><li>• Establishing data standards</li><li>• System interoperability</li><li>• Data lakes vs. Data warehouses</li></ul>
Developing Performance Measures	<ul style="list-style-type: none"><li>• Types of measures</li><li>• Focus on outcome, impact, end-user</li><li>• SMART model</li><li>• How to use data for decision making</li><li>• Reporting tools and templates</li></ul>