Out of State Travel/Training Request
Presented to Personnel Committee for Approval

Requesting Supervisor/Manager: _Karen Dorow_____   Department: _DPI_____

Names of Employees Attending: __Karen Dorow, Randy Junk, Sue Reilly_____

_____

Name of Training	Dates of Training	Location of Training
Faster User Training Conference	October 4-7, 2015	Norfolk, VA

Estimated cost of training	$ 2,055.00	
Estimated cost of travel	$ 1,740.00	
Estimated cost of meals	$ 100.00	
Estimated cost of accommodations	$ 800.00	
Estimated cost of misc. expenses	$ 100.00	Please explain Shuttle to Airport
Total estimated cost	$ 4,695.00	

Requesting Supervisor/Manager Comments: We recently had an upgrade on our FASTER software. This conference is essential for improving our knowledge and collaborating with other FASTER users to better utilize our FASTER system. No one has attended this conference since 2010.

What are the objectives for the training? With a retirement and changes in the responsibilities in DPI several of us are very new to the FASTER software. Personnel will attend job specific tracks and bring back the knowledge to share with other users.

How will this training be shared / implemented upon return?   Personnel will bring back the knowledge they learn and share with all users of the FASTER software.

How will this training benefit the City? What is the return on the investment? We are looking to streamline processes through the system and use the tools that FASTER has available to eliminate paperwork and reduce data entry time. This will also help identify ways to reduce parts inventories.

Supervisor Approval/Decline

Approved [X]   Declined [ ]   Reason for decline: _____

Supervisor/Manager Signature:_____   Dated: _9-3-15_____

**Please attach any additional information you would like considered with this request

FASTER 2015 Conference for
Fleet & IT Professionals

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Agenda 2015

Please note that the 2015 conference schedule may change as we get closer in to the conference dates and fine tune the content to meet customer needs. The four content tracks and quantity of offerings will not change, but the specific content topics offered may alter.

2015 Conference Agenda

Saturday, October 3rd

Start	End	Location	Description
5:00 PM	7:00 PM	Presidential Suite	Informal Get Together for Early Arrivals in the Presidential Suite.

Sunday, October 4th

Start	End	Location	Description
11:00 PM	5:00 PM		Complimentary Airport Shuttle from Norfolk International Airport (ORF) to the conference hotel on the Hour starting at 11:00 AM with Last Run Departing at 5:00 PM. Once you pick up your luggage, please go to Exit 3 in the baggage claims area where a *FASTER* Team Member will meet you (on the hour) and get you into the shuttle. The last shuttle run will leave promptly at 5:00 PM.
1:00 PM	4:00 PM	Presidential Suite	Customers are welcome to join us in the Presidential Suite to kick back and watch the current game.
4:00 PM	7:00 PM	Registration	Stop by to check in, get your badge and conference materials.
5:00 PM	7:00 PM	Reception	Kickoff Opening Reception at Conference Hotel

Monday, October 5th

Start	End	Location	Description
7:45 AM	4:15 PM	Registration Desk	
8:00 AM	9:30 AM	Breakfast & General Session	
9:30 AM	9:45 AM	Break	
9:45 AM	10:45 AM	Fleet Track	Using Data to Make Decisions
9:45 AM	10:45 AM	IT/Admin Track	*FASTER* Win for the New System Administrator
9:45 AM	10:45 AM	*FASTER Web Track*	What's New in *FASTER* Web & General Overview (Helpful for Beginners)
9:45 AM	10:45 AM	*FASTER Win Track*	*FASTER* Win Fundamentals Overview for Managers & Supervisors
10:45 AM	11:00 AM	Break	
11:00 AM	Noon	Fleet Track	A Fleet Manager's Flashback
11:00 AM	Noon	IT/Admin Track	What's New in *FASTER* Web v6.2.x for System Admins
11:00 AM	Noon	*FASTER Web Track*	*FASTER*'s Second Generation Motor Pool
11:00 AM	Noon	*FASTER Win Track*	*FASTER* Win Reports
12:15 PM	1:45 PM	Lunch & General Session	
1:45 PM	2:45 PM	Fleet Track	Emergency Preparedness Leveraging Your FMIS
1:45 PM	2:45 PM	IT/Admin Track	Integrations Requirements Gathering Best Practices
1:45 PM	2:45 PM	*FASTER Web Track*	How to Best Manage Your Parts Room Inventory and Stock Orders
1:45 PM	2:45 PM	*FASTER Win Track*	Acquisition & Disposal in *FASTER* Win
2:45 PM	3:00 PM	Break	
3:00 PM	4:00 PM	Fleet Track	Why Is the FMIS the System of Record?
3:00 PM	4:00 PM	IT/Admin Track	*FASTER* Web for the New System Administrator
3:00 PM	4:00 PM	*FASTER Web Track*	Maintenance Shop Scheduling: Managing & Scheduling Maintenance & Resources
3:00 PM	4:00 PM	*FASTER Win Track*	What's New in *FASTER* Win 6
6:00 PM	8:30 PM	Evening Networking Event: Spirit of Norfolk	Join us Monday night for an evening cruise including food, fun and networking. The Spirit cruise departs from The Waterside Festival Marketplace in Downtown Norfolk. The excursion covers the Elizabeth River waterfront with spectacular skyline views of the mighty ships of the Navy's Atlantic Fleet. While you're enjoying all the visual highlights, you can dine, enjoy a scavenger hunt and have a great time, too.

Tuesday, October 6th

Start	End	Location	Description
7:45 AM	4:15 PM	Registration	

8:00 AM	9:30 AM	Breakfast & General Session	
9:30 AM	9:45 AM	Break	
9:45 AM	10:45 AM	Fleet Track	Transitioning to Fleet Management.
9:45 AM	10:45 AM	IT/Admin Track	Data Integrations & Web Services
9:45 AM	10:45 AM	*FASTER Web Track*	Migration from *FASTER* Win to Web: What to Expect
9:45 AM	10:45 AM	*FASTER Win Track*	Getting the Most Out of Real-Time with Technician Workstation
10:45 AM	11:00 AM	Break	
11:00 AM	Noon	Fleet Track	Filling Fleet Manager Vacancies
11:00 AM	Noon	IT/Admin Track	Preparing for Your *FASTER* Win 6 Upgrade
11:00 AM	Noon	*FASTER Web Track*	How to Best Manage Parts Warranties and Cores
11:00 AM	Noon	*FASTER Win Track*	*FASTER* Win Parts Fundamentals
12:15 PM	1:45 PM	Lunch & General Session	
1:45 PM	2:45 PM	Fleet Track	Managing Small Operations
1:45 PM	2:45 PM	IT/Admin Track	Cloud-Based Solutions (*FASTER* Web Is Available in the Cloud)
1:45 PM	2:45 PM	*FASTER Web Track*	Using Standard Business Intelligence in *FASTER* Web
1:45 PM	2:45 PM	*FASTER Win Track*	*FASTER* Win End of Period Processes
2:45 PM	3:00 PM	Break	
3:00 PM	4:00 PM	Fleet Track	The True Cost of Going Green
3:00 PM	4:00 PM	IT/Admin Track	*FASTER* Win Advanced System Administration: Managing Data Health
3:00 PM	4:00 PM	*FASTER Web Track*	*FASTER* Web Using the Accounting Module and Billing Tools
3:00 PM	4:00 PM	*FASTER Win Track*	Shop Floor Manager Fundamentals

Tuesday Dinner for Third Day Registrants

Time		Location	Description
6:00 PM	8:30 PM	Evening Networking Event: Bond Casino Night	For those staying for the Third-Day training sessions or who have added the Tuesday Evening Event, get ready for food, drink and maybe even a bit of espionage as you enjoy Bond Casino Night. Enjoy Craps Tables, Roulette, Texas Hold'em, Blackjack and more while networking and dining. But be advised 007, you may need to investigate…because only funny money is used at this Casino.

3rd Day Training Sessions (Added Cost) Wednesday, October 7th

Start	End	Location	Description
8:00 AM	9:00 AM	Registration	
8:00 AM	9:00 AM	Breakfast	
9:00 AM	Noon	Morning Session	Fleet Analytics Using Microsoft SQL Reporting Services & *FASTER* Web
9:00 AM	Noon	Morning Session	Fleet Analytics Using Crystal Reporting & *FASTER* Win
9:00 AM	Noon	Morning Session	*FASTER* Web User Training (AM First Half)
9:00 AM	Noon	Morning Session	*FASTER* Win User Training (AM First Half)
Noon	1:00 PM	Lunch	
1:00 PM	4:00 PM	Continuing from Morning Session	*FASTER* Web User Training (PM Second Half)
1:00 PM	4:00 PM	Continuing from Morning Session	*FASTER* Win User Training (PM Second Half)

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