TRAINING PLAN DOCUMENT (TPD)
Activity 1.1.5. Training - Delivery of Trainings

Title - Session	Target	Venue	Date - Duration	Content
				Reference & Material: • *Preliminary User Guides (P-UG)* • *System admin manuals in Turkish & English* • *Public portal admin manuals in Turkish& English* • *User manuals of the software in Turkish and English*
TRAINING THE ADMINISTRATORS				
TRAINING THE ADMINISTRATORS	Min. 8 system administrators	**Premises of ERA in İstanbul**	Between Jun. 2023 – Jan. 2025 1 day per Session	• **Configuration of Application server management,** • **Configuration of AI algorithms,** • **E-learning portal customization (system administrator trainings of e-learning platform),** • **Application development environment,** • **Proposed software development system customization,** • **Data security, back-up and recovery,** • **Database management, querying and reporting,** • **System and network technologies,** • **Troubleshooting.**
Training Session – I for Administrative	IT staff in the IT departments of the Beneficiary	Premises of ERA in İstanbul	June 2023 1 day	• Configuration of Application server management, • Configuration of AI algorithms, • E-learning portal customization (system administrator trainings of e-learning platform), • Application development environment, • Proposed software development system customization,

				• Data security, back-up and recovery, • Database management, querying and reporting, • System and network technologies, • Troubleshooting.
Training Session – II for Administrative	IT staff in the IT departments of the Beneficiary	Premises of ERA in İstanbul	Jan. 2024 1 day	• Configuration of Application server management, • Configuration of AI algorithms, • E-learning portal customization (system administrator trainings of e-learning platform), • Application development environment, • Proposed software development system customization, • Data security, back-up and recovery, • Database management, querying and reporting, • System and network technologies, • Troubleshooting.
Training Session – III for Administrative	IT staff in the IT departments of the Beneficiary	Premises of ERA in İstanbul	June 2024 1 day	• Configuration of Application server management, • Configuration of AI algorithms, • E-learning portal customization (system administrator trainings of e-learning platform), • Application development environment, • Proposed software development system customization, • Data security, back-up and recovery, • Database management, querying and reporting, • System and network technologies, • Troubleshooting.
Training Session – IV for Administrative	IT staff in the IT departments of the Beneficiary	Premises of ERA in İstanbul	Jan. 2025 1 day	• Configuration of Application server management, • Configuration of AI algorithms, • E-learning portal customization (system administrator trainings of e-learning platform), • Application development environment, • Proposed software development system customization, • Data security, back-up and recovery, • Database management, querying and reporting, • System and network technologies, • Troubleshooting.

END-USERS TRAINING OF THE STAFF

END-USERS TRAINING OF THE STAFF	100 users from Beneficiary staff (Entrepreneurs, TTIs, Mentors and Investors)	Premises of ERA in İstanbul	Between Jun. 2023 – Jan. 2025 1 day per Session	• **Introduction to user interface of the application per user,** • **Using the application (practice with real data, application manual usage, any other applications combined with the system),** • **Report creation,** • **and for Public Portal Administrators: content management, keeping the public portal updated.**
Training Session – I for End-Users	**20 of 100** users from Beneficiary staff (Entrepreneurs, TTIs, Mentors and Investors)	Premises of ERA in İstanbul	June 2023 2 days	• Introduction to user interface of the application per user, • Using the application (practice with real data, application manual usage, any other applications combined with the system), • Report creation, and for Public Portal Administrators: content management, keeping the public portal updated.
Training Session – II for End-Users	**20 of 100** users from Beneficiary staff (Entrepreneurs, TTIs, Mentors and Investors)	Premises of ERA in İstanbul	Oct. 2023 2 days	• Introduction to user interface of the application per user, • Using the application (practice with real data, application manual usage, any other applications combined with the system), • Report creation, and for Public Portal Administrators: content management, keeping the public portal updated.
Training Session – III for End-Users	**20 of 100** users from Beneficiary staff (Entrepreneurs, TTIs, Mentors and Investors)	Premises of ERA in İstanbul	Feb. 2024 1 day	• Introduction to user interface of the application per user, • Using the application (practice with real data, application manual usage, any other applications combined with the system), • Report creation, and for Public Portal Administrators: content management, keeping the public portal updated.
Training Session – IV for End-Users	**20 of 100** users from Beneficiary staff	Premises of ERA in İstanbul	Jun. 2024 2 days	• Introduction to user interface of the application per user,

	(Entrepreneurs, TTIs, Mentors and Investors) the Beneficiary			• Using the application (practice with real data, application manual usage, any other applications combined with the system), • Report creation, and for Public Portal Administrators: content management, keeping the public portal updated.
Training Session – V for End-Users	**20 of 100** users from Beneficiary staff (Entrepreneurs, TTIs, Mentors and Investors)	Premises of ERA in İstanbul	Sep. 2024 2 days	• Introduction to user interface of the application per user, • Using the application (practice with real data, application manual usage, any other applications combined with the system), • Report creation, • and for Public Portal Administrators: content management, keeping the public portal updated.