

## How will AIMS affect me?

There will be significant changes to the way employees work in the Enterprise Performance Management (budgeting and forecasting) departments. Work will be primarily online to manage:

- An automated, consistent approach to budgeting and forecasting
- A central repository to house master data (i.e. Legal Entity Identifier (LEI), Legal Entity Code (LEC), Functional Centre, Position Number)
- Online/offline capital intake forms
- Budget for project requests
- Through repetition the 'how to' will become engrained
- The bulk of the learning will occur toward the front of the AIMS implementation, but will be ongoing

## What kind of training will I require?

The following study modules will be required:

- How to fill out a capital intake form for managers
- Capital intake form
- Create a budget and create variance reports
- Master data management for planning admins
- Create and adjust financial budget
- Create and adjust workforce data in the budget
- Budget scenario analysis

## Top 3: What's in it for me?

- Consistent, provincial approach used for budgeting and forecasting
- Central repository to house Master Data (data (i.e. Legal Entity Identifier (LEI), Legal Entity Code (LEC), Functional Centre, Position Number)
- Improved accuracy of financial data available in a single integrated solution

## Level III: Complex

### How do I take my training?

- Level III training will be instructor-led in a classroom environment, in addition to reference guides and self-study videos
- You will have hands-on access to the AIMS application and will be learning with assistance from both an instructor as well as a subject matter expert from the project team
- Within the system there will also be icons to click on to provide instructions on how to complete the next steps in a task

### How do I register for my training?

- There are multiple locations across the province being considered for instructor-led training destinations
- Training will be available approximately 5 weeks prior to the implementation of changes
- Employees will be directed to a website that will house the training content to see their required courses
- Some training modules will be prerequisites to others to provide a logical flow of information
- For those taking Instructor-led training, there will be options for dates/times/locations, but the employee will need to coordinate training with their manager