



Module 1:

3 hours – Intro to IAPP; produce basic maps and information for the field.

1. Introductions – IPC – Regional Committees (local stuff) (30 min)
2. Invasive Plant Identification - lecture by IP Specialist (1 hour)
3. Break (15 min)
4. An introduction to the IAPP Application (DE + MD) (45 min)
 - i. Authorized access to IAPP Application
 - ii. Agencies / security / user levels
 - iii. Structure of IAPP Application
 - iv. Overview of record types and Extracts (on-line demo)
5. Map Display exercise (30 min)

Module 2:

3 hours – Hands-on experience with IAPP (builds on Module 1).

6. Field exercise: (60 min)
 - i. Identification of invasive plants
 - ii. Filling out inventory and treatment forms
 - iii. Using hand held GPS units
 - iv. Estimating areas, etc.
7. Data entry into IAPP (60 min)
8. Generating extracts, printing maps, accessing and organising information to accompany field maps. (45 min)

Module 3:

3 hours – Data Manager skills and responsibilities awareness

1. Roles and responsibilities of Data Managers.
2. More in-depth and detailed structure and function of the IAPP Application.
3. Available on-line tutorials and training for data entry users.
4. Importance of data quality
 - i. Discussion of field forms.
 - ii. Quality assurance techniques for field collecting.
 - iii. Quality assurance techniques for data entry.
5. Use of planning and batch planning.
6. Use of Crystal Reports.
7. How to get optimum benefits from extracts and Map Display to outfit field crew.