

## DETAILED LESSON OUTLINE

COURSE:	ICARS
UNIT:	5.0 – ICARS OVERVIEW
SUGGESTED TIME:	30 minutes
TRAINING AIDS:	Computer projector, screen, PowerPoint presentation, computer (one for instructor and one per trainee).
OBJECTIVES:	Upon completion of this unit, the trainee will be able to: <ol style="list-style-type: none"><li>1. Describe the purpose and functions of ICARS.</li><li>2. Explain the difference between the integrated and stand-alone environments for ICARS and other I-Suite applications.</li><li>3. Discuss the importance of data ownership, and of establishing guidelines and Standard Operating Procedures (SOPs) for data sharing.</li></ol>

OUTLINE	AIDS & CUES
<p><b>INTRODUCE THE UNIT.</b></p> <p><b>PRESENT UNIT OBJECTIVES.</b></p> <p>I. INTRODUCTION:</p> <p>The primary purpose of ICARS is to capture incident resource costs for management reporting.</p> <p><b>INSTRUCTOR AND STUDENTS LOG ON TO ICARS.</b></p> <p>II. EXERCISE</p> <p>A. Open ICARS</p> <ol style="list-style-type: none"> <li>1. Double click the <b>ICARS</b> desktop icon</li> <li>2. On the <b>ICARS Server and Database Selection</b> dialog box, click to select the database of your choice, and then click <b>OK</b>.</li> </ol> <p><b>ICARS OVERVIEW POWERPOINT PRESENTATION.</b></p> <p>III. FUNCTIONS OF ICARS</p> <p>A. To capture and extrapolate incident costs from a variety of sources such as ITS time records, incident invoices, resource contracts, utility estimates, etc.</p> <p>B. To report costs for management decision making. Reporting recipients include incident team management, the host forest, and the USFS financial system.</p>	<p>ICARS_Overview_2003.ppt</p> <p><i>exercise found on page 5.0-2 in student guide.</i></p> <p>Discuss briefly each point through the presentation.</p>

OUTLINE	AIDS & CUES
<p>IV. INTEGRATION vs. STAND-ALONE ENVIRONMENTS.</p> <p>A. In an <i>integrated environment</i>, all I-Suite users view the data from the same source. When I-Suite data is shared between IRSS, ICARS, and ITS, data ownership issues and data standards are critical. In a <i>stand-alone environment</i>, each group of users has a separate data source. While the data is shared between the programs, such as in reports, ownership issues are eliminated.</p> <p>B. Discuss the importance of data ownership, and of establishing guidelines and Standard Operating Procedures (SOPs) for data sharing.</p>	<p>Draw diagram on the board as appropriate.</p>
<p>V. DATA OWNERSHIP and STANDARD OPERATING PROCEDURES</p> <p>A. <i>Data ownership</i> gives authority to various I-Suite users to change and manage specific data elements. This authority is established as a safeguard to ensure data integrity for all I-Suite users.</p> <p>B. <i>Standard Operating Procedures</i> implies that each section of I-Suite users communicates effectively with other users for agreement as to who has ‘authority’ for certain data elements, e.g. Check-In typically has authority to change the resource status; a Time Recorder typically has authority to change or update a pay rate or accounting code.</p>	<p>“Shared Data” handout (single sheet in student binder)</p>