

# Training Proposal – Heavy Edit

**My Role:** Editor

**Description:** This is a segment of a letter proposal for the update of a training program. The edit

- removes background information that is known to the recipient
- adds detail from supporting documents
- uses headings to carry the message
- simplifies the language
- improves clarity
- increases the use of active voice

The edit was performed using Microsoft Word.

*(Address and salutation removed)*

**Re: Development of IMDS-eLearning Covering the Version 3.0 Updates**

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ABC Incorporated and the XYZ Company welcome this opportunity to provide an elearning module covering the changes to IMDS involved with the Version 3.0 release. The release is scheduled for the May/June timeframe of this year.

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**Deleted:** DESCRIPTION OF CURRENT SITUATION¶

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The International Material Data System which was developed for a coalition of automotive manufacturers to collect material content information from their suppliers is scheduled to be updated to the 3.0 release in the May/June Timeframe of 2005. Plans for the 3.0 release include but are not necessarily limited to the rework recycled content screen and the addition application codes. ¶

### What the Updates Include

The Version 3.0 updates include

- addition of the capability to mark parts with ISO1043 identification
- limitation of recycle information to materials with a classification in category 5.1, 5.1a/b, 5.3, or 5.5.2
- identification of “duty to declare” or “prohibited” basic substances with an application code

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There has been much concern and questions expressed by the IMDS user community concerning the 3.0 updates to IMDS. It is highly likely that the release of this update will lead to a marked increase needed support for IMDS (i.e. increase calls to the IMDS helpdesks around the world). ¶

### Anticipated Support Required

Our helpdesks are already receiving inquiries about the new functionality from the IMDS user community. We anticipate that, without an instructional component, the Version 3.0 release will require significant additional helpdesk support worldwide.

**Deleted:** ¶ PROPOSED SOLUTION¶

**Deleted:** propose to provide an IMDS-eLearning Module covering changes made to the system.

### A Better Solution

ABC Incorporated and the XYZ Company believe that a better solution is to anticipate and answer users' questions via a brief elearning module that is released concurrently with the new version and provided free of charge. The module could be hosted by ABC Incorporated and the XYZ Company on its current platform, which is in use for the current IMDS-eLearning.

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**Deleted:** Regardless of hosting it is suggested that this module be provided to users free of charge in order to increase their understanding of the 3.0 release and thereby alleviate the need for increased support on the IMDS helpdesks.¶

*(Pricing information and signatures removed)*