



DSAT Series

How to Meet Requirements 2 of 9



Scoping exercise is triggered when a change in business or operational practices creates a perception that either new training is required or existing training needs to change. The requirement may originate from:

- a. Performance deficiencies
- b. Training improvements/constraints
- c. New/Changed requirements

Prior to the start of the Scoping exercise, a clear statement of the changes in operational/business practices, known as the Statement of Requirement (SOR), should be produced.

Step 1

Conduct Scoping Exercise

DSAT Requires

- Identify if new or changes to current training resolve problem, as follows:
- Obtain authorization to proceed with scoping exercise
 - Determine key stakeholders & identify members of steering group who will manage scoping exercise
 - Identify any relevant training, operational or business policies & previous reports
 - State all assumptions & constraints
 - Collect & examine performance data. Detail actual performance requirement in measurable, observable terms
 - Examine existing training & determine if any components can meet or partly satisfy the requirement
 - Identify possible solutions to meet requirement

ADVISOR Added Value

- ✓ Quickly identifies training courses Lessons and Key Learning Points (KLPs) linked to a specific business or operational requirement - i.e., Mission, Task, Performance, Policy, System or Reference
- ✓ Facilitates the assessment of performance gaps by providing instantaneous access to the desired standard & conditions for each Mission & Training Objective (TO)
- ✓ Provides multiple forms to support various methods of data collection including individual interviews, focus groups, observations, questionnaires & surveys



Step 2

Generate Scoping Exercise Report

DSAT Requires

- List references to relevant training policy documents
- State assumptions & constraints
- State conclusions of previous relevant studies
- Identify membership of steering group that will oversee subsequent analyses
- Provide Scoping Exercise Report to steering group for acceptance

ADVISOR Added Value

- ✓ Generates preliminary assessment report of actual versus desired performance, along with evidence in a single click

Step 3

Provide Scoping Exercise Recommendations

DSAT Requires

- Option 1. No training required:
 - Stop the DSAT process
 - State alternative resolutions to the problem. These may include:
 - Revision of procedures
 - Production of job-aides
 - Reallocation of tasks
 - Recruitment of competent personnel
 - Procurement of equipment
 - Improvements to management & supervision
 - Providing incentives including pay & civilian qualifications
- Option 2. Training required:
 - Continue to Needs Analysis stage
 - Conduct Training Needs Analysis (TNA) if significant change in training resources is anticipated

ADVISOR Added Value

- ✓ Provides comprehensive performance improvement model with root cause analysis function that quickly zeros-in on the source of the problem, & identifies Plausible Solutions including Training, Job Aides, Improved Feedback/Communication, Improved Policies/Procedures, Improved Tools/Equipment, Improved Management/Supervisory Skills, Incentives, Job/Process Redesign, and so forth, to achieve the desired outcome
- ✓ Minimizes waste & maximizes impact by forecasting the costs & benefits of Plausible Solutions & focusing resources on initiatives with highest value

Step 4

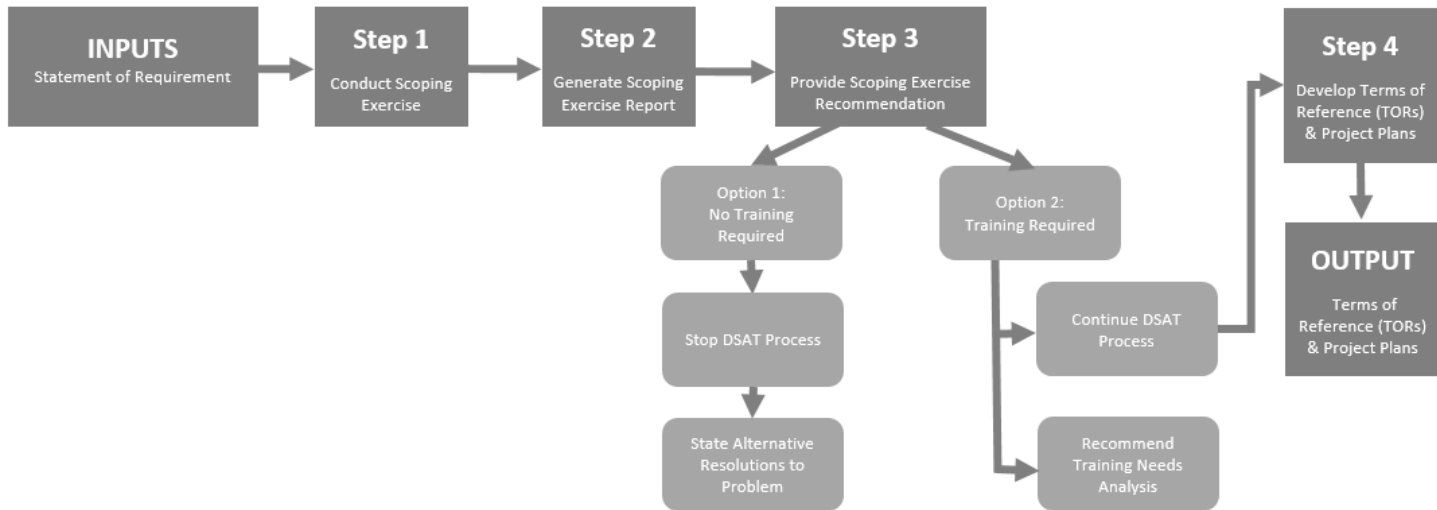
Develop Terms of Reference (TORs) & Project Plans

DSAT Requires

- Develop Terms of Reference (TORs) & Project Plans to guide subsequent Needs Analysis, & Training Design & Development; specifically:
- Define scope & size of the analysis task
 - State assumptions & constraints
 - State deliverables & reporting procedures
 - Define timescales & resources available
 - State methodology to be adopted
 - State risks inherent in project

ADVISOR Added Value

- ✓ Generates Performance Analysis report to support recommendations including assumptions in a single click
- ✓ Forecasts the costs & resources needed for each of the recommended solutions
- ✓ Generates project plan & Gantt chart for each of the recommended solutions. Assists project managers in locating the required personnel & resources & validating availability.



Contact us today to find out how we can assist you in meeting DSAT requirements and drive training efficiency.