



MIL-HDBK-29612 Series

How to Meet Requirements 1 of 8

Planning

Analysis

Design

Development

Implementation

Evaluation

MIL-HDBK-29612-2A key requirements are outlined in a 8 part series. In addition to meeting MIL-HDBK-29612-2A requirements, ADVISOR Enterprise simplifies and speeds the Instructional Systems Development (ISD) & Systems Approach to Training (SAT) processes, optimizes training resources, improves resource allocation, generates audit trail to support recommendations and produces training plans that leverage existing programs/resources.



MIL-HDBK Requires

Planning is a key event. The process begins with a Needs Assessment to determine the cause of a deficiency; & whether training can resolve. If training gap is uncovered, Needs Analysis follows to determine the Training Requirement. Preliminary estimates of instructional requirements & constraints as well as a management plan & evaluation plan are also generated in the Planning Phase.

ADVISOR Added Value

Module #5: Performance Analysis

- ✓ Provides comprehensive performance improvement model with root cause analysis function that quickly zeros-in on the source of the problem, identifies Plausible Solutions to achieve the desired standard & assesses the feasibility, cost & Return on Investment (ROI) of each solution



MIL-HDBK Requires

Once Project Scope (i.e., application, depth & nature) is established, missions or jobs are deconstructed to identify critical Tasks as well as the standards & conditions of performance. Tasks that require training including learning level are identified & form the basis for the training program.

ADVISOR Added Value

Module #1: Training Analysis

- ✓ Provides comprehensive Mission, Job & Task Analysis. ADVISOR identifies critical Tasks, along with Standards & Conditions, Tasks that require training based DIF & Criterion models, as well as, drive training efficiency by automatically identifying Tasks common along multiple Jobs & generates Master Task List (MTL) & Master Training Task List (MTTL) in a single click



Design

MIL-HDBK Requires

Decompose Tasks that require training into Knowledge, Skills & Attitudes (KSAs) & identify KSA gaps by comparing KSAs entry level to desired levels. Next, Learning Objectives (LOs) that reflect the desired performance are developed, organized & sequenced to determine whether existing courses can address needs; & develop test items.

Next, Instructional Strategies to manage the design of training activities & learning process are defined; the most effective & efficient Instructional Methods & Media are selected; Resources required to design, develop, support, operate & maintain the training program are forecasted; Lessons are designed; & the Evaluation Plan & Management Strategies are updated.

ADVISOR Added Value

Module #2: Training Design

- ✓ Facilitates Tasks decomposition & reorganization using drag & drop functions that preserves relationships to Missions, Jobs, KSAs & LOs
- ✓ Provides top down & bottom up audit trail that identifies existing courses that can meet requirements
- ✓ Minimizes costly errors by assessing the viability of 40+ delivery options through a rigorous decision matrix that maps instructional requirements to the capabilities of each media
- ✓ Quickly forecasts & compares budget & resource requirements of viable delivery options while preserving quality control by storing common measures such as hourly rates of developers, instructors & support staff; per diem & travel costs; equipment start-up & operation cost, etc., in Templates

Development

MIL-HDBK Requires

Job Aids to supplement or replace training are developed in this phase along with Plan of Instruction, Course Control Document (CCD), Lesson Plan, Tests & Instructional Materials for students & instructors. Media selected in the Design Phase is also produced, Evaluation Plan is updated & quality of instructional materials validated.

ADVISOR Added Value

Module #3: Resource Management

- ✓ Quickly & accurately forecasts budget, time, personnel, facilities & equipment needed to develop, deliver, support & maintain each course based on media, throughput, instructor/trainees' ratios & course length
- ✓ Generates Lesson Plan documents that meet MIL-HDBK 29612 requirements in a single click; with LOs, methods, media, personnel, resources, audio visual & training equipment, & facilities needed for each Lesson
- ✓ Facilitates the development of Test items for each Learning Objective including Question Type (i.e., multiple choice, matching, etc.) & Assessment Type (i.e., formative or summative)



Implementation

MIL-HDBK Requires

Training Delivery is conducted once the Instructional System has been designed, developed & validated. The effectiveness & success of the training program is highly dependent on the planning, coordination & execution of Management, Administration, Support & Delivery Functions.

ADVISOR Added Value

Module #4: Project Management

- ✓ Assists project managers in locating the required personnel & resources; validating availability; managing schedules; producing project plans & Gantt charts; as well as tracking progress in real time
- ✓ Facilitates the development & delivery of training by exporting Lesson Plans into html or xml file format that can be easily imported into MS Word, Excel, as well as various Learning Content Management Systems (LCMS), Learning Management Systems (LMS) and/or Authoring Tools

Evaluation

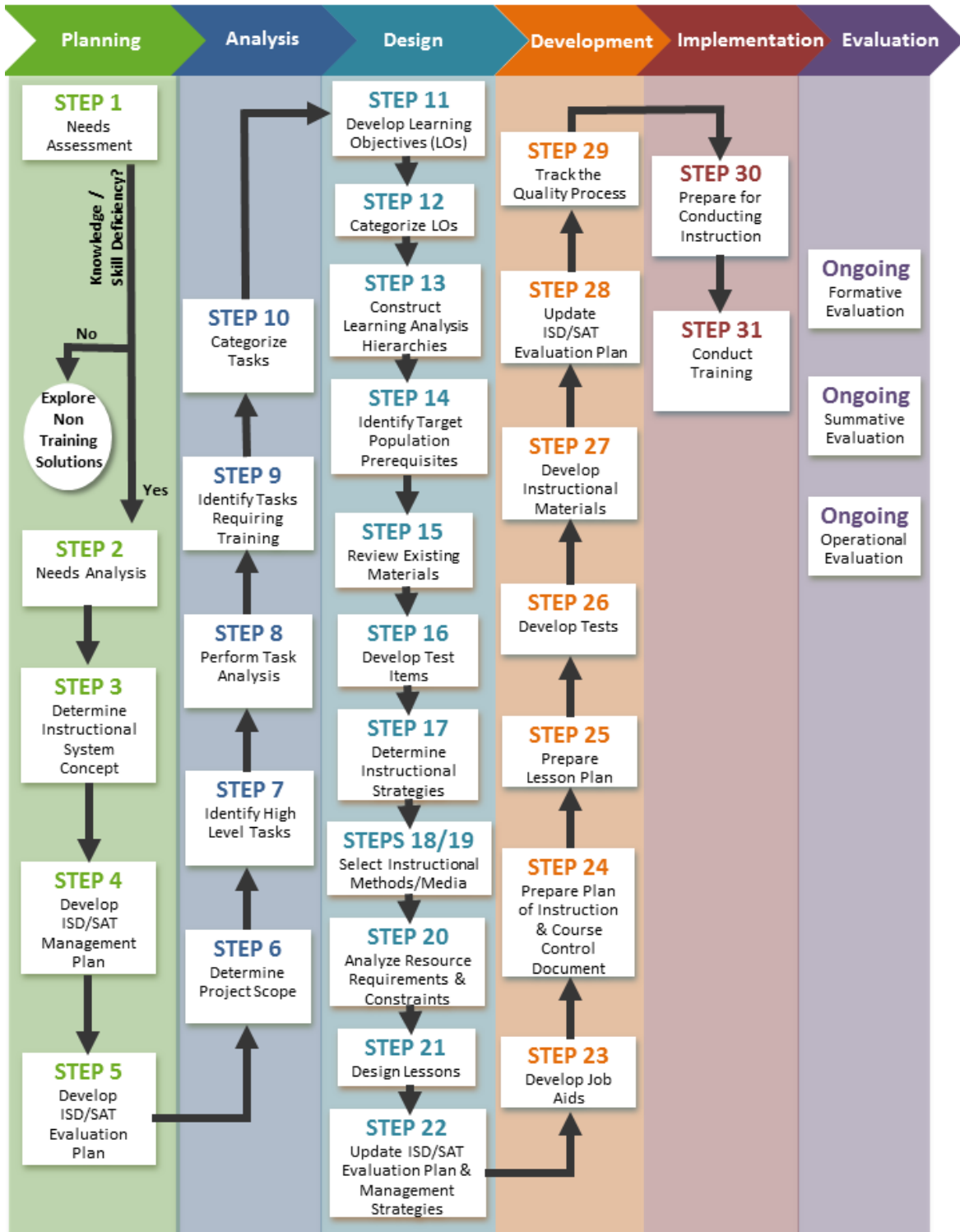
MIL-HDBK Requires

Evaluation is a continuous process that starts during the Planning Phase & continues throughout the Training System life cycle. Three Evaluation categories are typically used: Formative, Summative & Operational. Feedback from Evaluations is used to continually modify & improve training program quality. Periodic Internal (schoolhouse) & External (field) feedback over program's life cycle are generated by Operational Evaluations.

ADVISOR Added Value

Module #5: Performance Analysis

- ✓ Facilitates the assessment of performance gaps by providing instantaneous access to the desired standards & conditions for each Mission, Task and & Learning Objective (LO)
- ✓ Provides multiple data collection forms to support various methods including individual interviews, focus groups, observations, questionnaires & surveys
- ✓ Provides comprehensive performance improvement model with root cause analysis function that quickly zeros-in on the source of the problem, identifies Plausible Solutions to achieve the desired standard & assesses the feasibility, cost & Return on Investment (ROI) of each solution.



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