



MIL-HDBK-29612 Series

How to Meet Requirements 2 of 8

Planning

Analysis

Design

Development

Implementation

Evaluation

Planning exercise is triggered when a performance deficiency is suspected. Triggering circumstances & documents include, but are not limited to:

- a. Field Commander Comments & Individual Personnel Comments
- b. Unit Readiness Reports, Material Readiness Reports or Safety Reports
- c. Identification of a New/Changed Threat & Introduction of New Equipment
- d. Introduction or Restructuring of a Military Occupation or Changes to Tactical Doctrine
- e. Audits, Inspections & Evaluations
- f. Lessons-Learned Reports or After Action Reviews (AARs)

Planning begins with a Needs Assessment & continues through the fielding of the instructional system. The primary objective of the Needs Assessment is to identify the cause of performance deficiencies & solutions that maximize the use of resources. Training should not be developed or revised unless the Needs Assessment determines that training resolves the deficiencies & the Needs Analysis demonstrates the requirement. Although not a specific phase of the Instructional Systems Development/Systems Approach to Training (ISD/SAT) process, Planning is a key event & occurs throughout the process.

Step 1

Needs Assessment

MIL-HDBK Requires

Determine if there is an instructional need, by utilizing the following process:

- Identify triggering circumstances or documents
- Assess reliability of triggering circumstances, symptoms or indicators
- Assess cause of unit or individual performance gap with problem-solving approach
- Document evidence supporting possible problem
- State the source of the performance gap: i.e., doctrine, organization, leadership, materiel, knowledge/skill deficiency, or a combination

ADVISOR Added Value

- ✓ Facilitates the assessment of performance gaps by providing instantaneous access to the desired standard & conditions for each Mission & Learning Objective (LO)
- ✓ Provides multiple data collection forms to support various methods including interviews, focus groups, observations, questionnaires & surveys



- If the problem points to a knowledge/skill deficiency, perform training program needs assessment
- Prepare the problem statement - a detailed description of discrepancy between desired & actual mission/job performance

- ✓ Provides a 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

Output: Precise definition of performance discrepancies that is measurable, with observable symptoms, and substantiates the problem.

Proceed with Needs Analysis if knowledge/skill deficiency is the problem

Step 2

Needs Analysis

MIL-HDBK Requires

Perform a Needs Analysis, by utilizing the following four step process:

- Verify the identified training problem
- Determine solutions:
 - Identify possible solution(s)
 - Develop the recommended solution(s)
- Prepare the Needs Analysis statement - a detailed description of the problem, selected solution, rationale for solution & training development requirement
- Identify elements of training program affected:
 - Develop training revision plan
 - Make changes to applicable ISD/SAT phases

Output: An approved Needs Analysis Statement.

ADVISOR Added Value

- ✓ Quickly identifies training courses needed to support specific Missions, Jobs and/or Tasks
- ✓ Provides top down & bottom up audit trail to ensure that all identified Tasks that require training have been addressed; & LOs within the course are aligned to specific Tasks & Sub Tasks



Step 3

Determine Instructional System Concept

MIL-HDBK Requires

Perform preliminary estimate of the requirements & constraints to be considered in fielding the total instructional system, including:

- Scope of instructional problem
- Location(s) of instruction
- Anticipated student load
- Alternative instructional strategies, methods & media
- Support & Maintenance
- Facilities requirements
- Evaluation
- Quality Improvement
- Funding requirements

Output: Project Objectives & Instructional Concepts

ADVISOR Added Value

- ✓ 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 & operations cost, etc., in Templates

Step 4

Develop ISD/SAT Management Plan

MIL-HDBK Requires

Prepare a plan of action & milestones to meet the training requirement. Identify the goals & constraints of the specific ISD/SAT project.

Output: Management Plans

ADVISOR Added Value

- ✓ Generates project plan for each of the recommended solutions. Assists project managers in locating the required personnel & resources; validating availability; producing project plans & Gantt charts; as well as tracking progress in real time
- ✓ Quickly & accurately forecasts budget, personnel, facilities & equipment needed to develop, deliver, support & maintain the course using various blends of delivery options based on number of trainees, instructor/trainee's ratios & course length



Step 5

Develop ISD/SAT Evaluation Plan

MIL-HDBK Requires

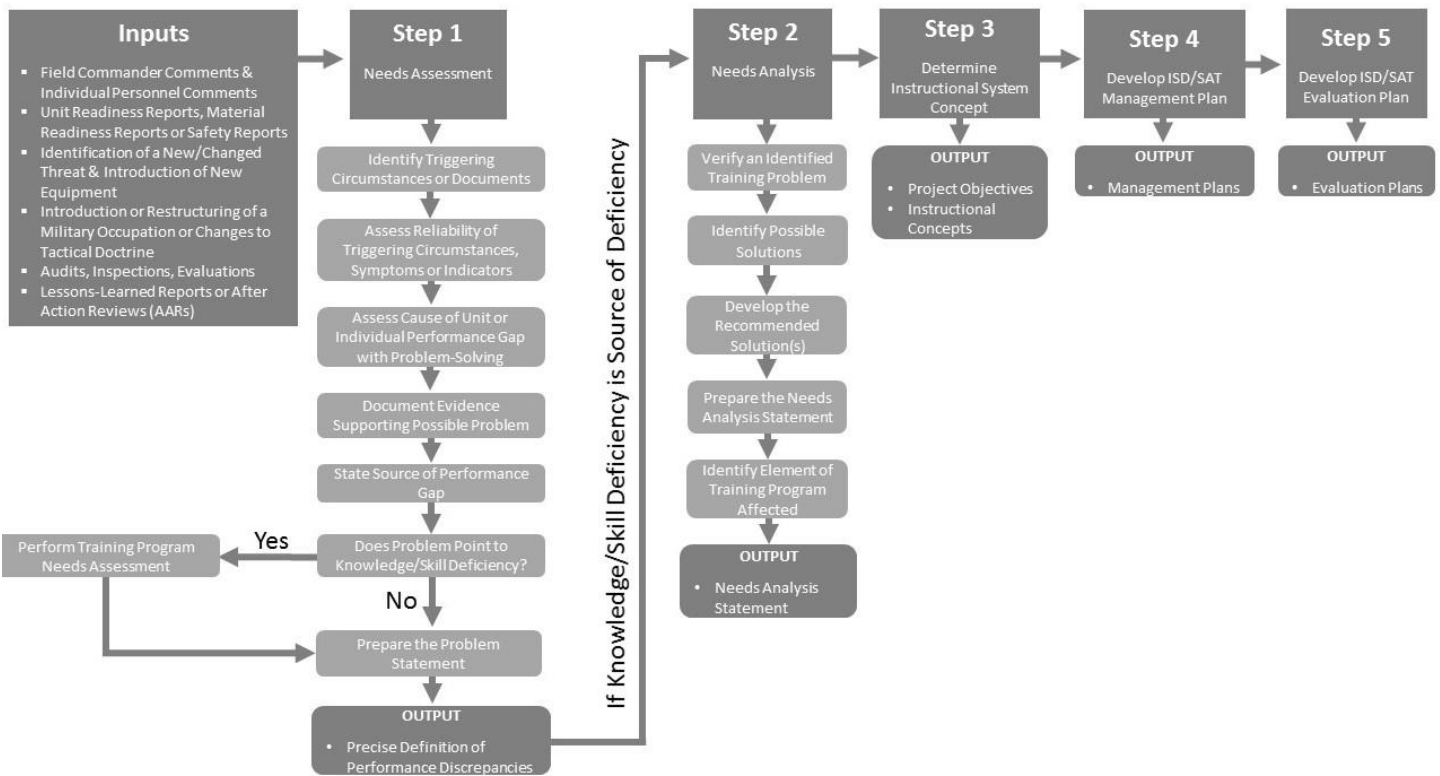
Develop an ISD/SAT Evaluation Plan to ensure a high quality Instructional Development process, Instructional System & Products. The Evaluation Plan should identify:

- Responsibilities including tasking
- Scope & purpose of the evaluation
- How & when the evaluation activities are to be accomplished
- Documentation and report requirements

Output: Evaluation Plans

ADVISOR Added Value

✓ Facilitates the assessment of performance gaps by providing instantaneous access to the desired standards & conditions for each Mission & Task



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