



# MIL-HDBK-29612 Series

## How to Meet Requirements 3 of 8

Planning

**Analysis**

Design

Development

Implementation

Evaluation

When a Needs Assessment indicates a training requirement & the resulting instructional system concept has been approved, the **Analysis** phase of the ISD/SAT process can commence. Data collected in the Analysis phase will provide the foundation for training Design, Development, Implementation & Evaluation.

The following inputs are required for the Analysis:

- Organization Requirements
- Platform Requirements
- Needs Analysis Statement
- Project Objectives & Instructional Concepts
- Management Plans
- Evaluation Plans

### Step 1

Determine Project Scope

#### MIL-HDBK Requires

Establish the Scope of the Analysis based on the Application, Depth & Nature of the project, as follows:

- **Application:** will the analysis focus on specific Mission(s), Job(s), Occupational Training Requirement(s) or Educational Requirement(s)
- **Depth:** will the analysis be limited to modifying an existing training program or defining the training requirement for a new weapons system
- **Nature:** will the analysis include joint Service mission training requirement, educational requirement or both

#### ADVISOR Added Value

- ✓ Quickly identifies training Courses & Lessons linked to a specific business or operational requirement - i.e., Mission, Job, Task, Policy, System or Reference



## Step 2

Identify High Level Tasks

### MIL-HDBK Requires

Based on Project's Scope, identify High Level Tasks using one of the following:

- **Educational Analysis:** identifies Tasks and educational goals by reviewing documented educational requirements
- **Occupational Analysis:** identifies Tasks currently performed by an occupational specialty or new Tasks that should be assigned to an occupation by surveying personnel
- **Mission Analysis:** identifies all Missions & Collective Tasks performed by unit personnel by examining Joint Mission Essential Task Lists (JMETL) & Service Mission Essential Task Lists (SMETL), reviewing mission requirements, developing mission statements, mission segments, collective task statements, & arranging in a hierarchal relationship
- **Job Analysis :** identifies Duties & Tasks performed by a specific job by observing personnel in the work environment, interviews, surveys and so forth

or alternatively conduct

- **Training Situation Analysis (TSA):** to identify whether there is a need to develop or revise an instructional program. TSA is the 1st step in Training System Requirements Analysis (TSRA)

### ADVISOR Added Value

- ✓ Provides multiple forms to support various methods of data collection including individual interviews, focus groups, observations, questionnaires & surveys
- ✓ Speeds data collection. Key data elements such as Job Titles, Numbers, Duties, Tasks & so forth can be imported from various documents in a single click
- ✓ Minimizes duplication by automatically creating a repository of Tasks to facilitate the allocation of similar Tasks to multiple Jobs. By tracking Tasks common among multiple Jobs, ADVISOR facilitates the development of a highly efficient curriculum
- ✓ Generates scalar diagrams with the click of a button
- ✓ Facilitates the assessment of performance gaps by providing instantaneous access to the desired standard & conditions for each Mission & Learning Objective (LO)

## Step 3

Perform Task Analysis

### MIL-HDBK Requires

Perform Task Analysis, by decomposing each Task & defining the following attributes:

- State Tasks, Subtasks & Steps in specific, observable & measurable terms
- Describe how Tasks are performed in terms of component Steps
- Sequence the component Steps
- State conditions under which a Task is performed
- List Task Cues
- Describe Standard of performance to be achieved in terms of accuracy, completeness, sequence or speed

### ADVISOR Added Value

- ✓ Speeds data analysis. Deconstruct Tasks into Sub Tasks, Steps & Sub Steps & quickly organize using drag & drop functions
- ✓ Prompts users for the Standards & Conditions needed to generate Tasks in line with MIL-HDBK 29612-2A
- ✓ Captures the number & percent of individuals performing the task, time spent performing the task, requirement for immediate action & reference guide, as well as safety & other attributes; & factors in training allocation decision



## Step 4

Identify Tasks Requiring Training

### DSAT Requires

Determine Tasks, Subtasks & Steps that require training as follows:

- Establish Task Selection Criteria. Factors may include criticality of performance, difficulty, frequency, safety, task delay tolerance & so forth
- Identify Tasks that can be supported by Job Aids
- Utilize Task Analysis Worksheet to ensure sufficient data has been collected to perform adequate analysis
- Verify Task information
- Select Tasks to Train, using established criteria & task selection model such as:
  - Current, Similar, Subtask (CSS)
  - Criticality, Difficulty, Frequency (CDF)
  - All Critical Learning (ACL)

**Output:** Complete list of Tasks that require training

### ADVISOR Added Value

- ✓ Maximizes training impact & optimizes resources by automatically analysing Job Tasks based on DIF & Criterion Models' attributes to assess training priority & identify Tasks that do not require training
- ✓ Identifies Tasks that can be supported by Job Aids by analyzing whether Task, includes sequential steps, its difficulty, requirement for immediate action & reference guide, number & percent of individuals performing the Task, time spent performing the Task, as well as safety & other attributes
- ✓ Quickly organize Task & Sub-Tasks using drag & drop functions while preserving the relationships among Tasks & LOs
- ✓ Generate Master Task List (MTL), Master Training Task List (MTTL), Job Task List & many more reports in a single click

## Step 5

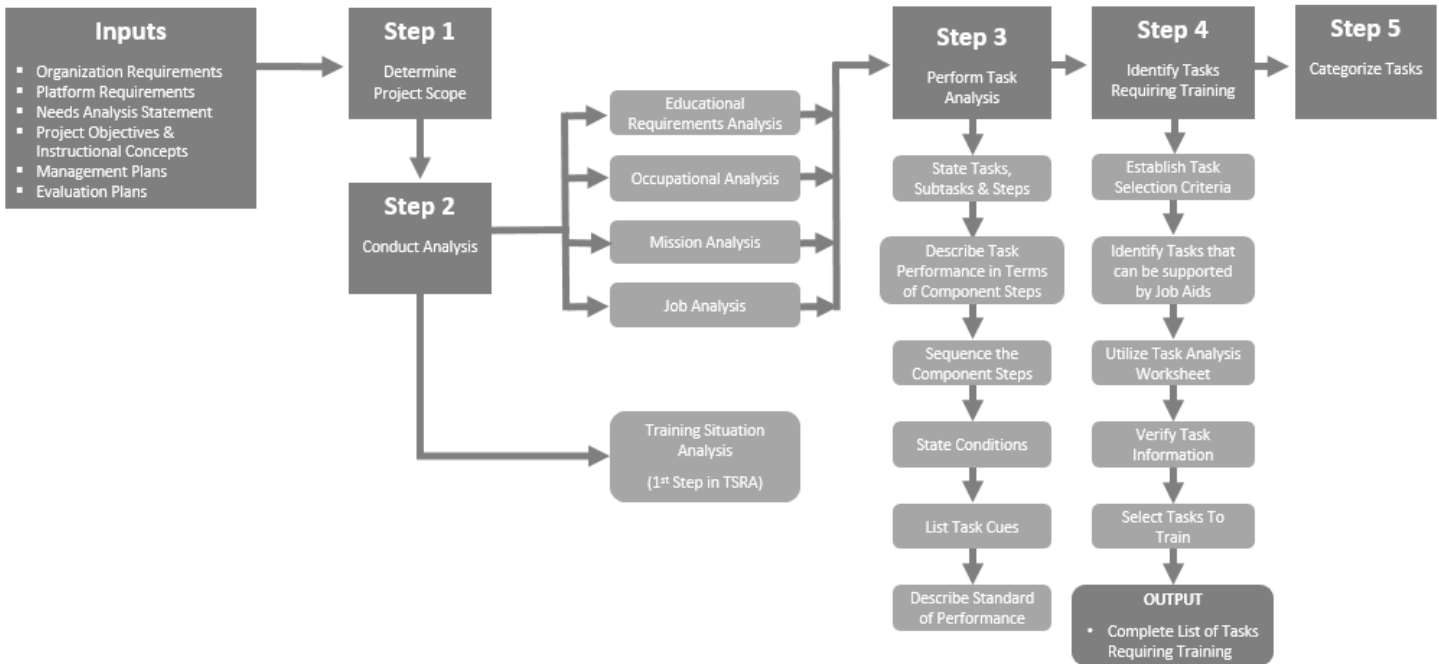
Categorize Tasks

### MIL-HDBK Requires

Identify the learning level associated with the Task - to aid instructional analysts in writing the Learning Objectives (LOs), selecting appropriate events & activities, & determine the best methods & media to support the learning.

### ADVISOR Added Value

- ✓ Minimizes the analysis time while preserving integrity by leveraging taxonomy (learning levels) to automatically group LOs with similar characteristics
- ✓ Generates audit trail reports to support recommendations as well as training requirements & training gap reports with the click of a button



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