



# MIL-HDBK-29612 Series

## How to Meet Requirements 5 of 8

Planning

Analysis

Design

**Development**

Implementation

Evaluation

**Development** follows the completion of the Design Phase. Although actions are presented in sequence to provide a better understanding of the Development process; in practice, various factors may impact the sequence & scope of Development Steps. In other words, actions may be performed sequentially as presented or in a different sequence, some may be skipped, while others may require iteration. Actions taken along with their sequence should be documented in the Project Management plan.

### Step 1

Develop Job Aids

#### MIL-HDBK Requires

Develop Job Aids when appropriate to supplement or replace training for selected tasks.

#### ADVISOR Added Value

- ✓ Automatically establishes links between Job Aids, Training Requirements & Tasks; & generates audit trail to ensure all requirements have been adequately addressed

### Step 2

Prepare Plan of Instruction/  
Course Control Document (CCD)

#### MIL-HDBK Requires

Prepare the Plan of Instruction [Course Control Document (CCD)] - an overall plan or blueprint on how training should be conducted; equivalent to course syllabus. The Plan of Instruction/CCD standardizes & controls the quality of instruction; supports the planning, organizing & conduct of training; & provides the necessary details for the instructor to develop specific lesson plans.

The Plan of Instruction/CCD is generally organized by units or modules, with the following information within each unit:

- Name of instructor
- Course title

#### ADVISOR Added Value

- ✓ Simplifies the creation & sequencing of Lessons & LOs using drag & drop function
- ✓ Automatically tracks & records all changes to LOs - i.e., when was change made, by whom & why
- ✓ Generates Plan of Instruction & Course Control Document (CCD) that meet MIL-HDBK 29612-2A requirements in a single click; including personnel, resources, audio visual & training equipment needed for each Lesson



- Unit or block title
- Course content
- Time allocation for each block/unit
- LOs
- Student instructional materials
- Audio visual equipment
- Training equipment
- Training methods & time
- Instructional guidance
- Plan of instruction approval date & signature
- Plan of instruction/teach guide

- ✓ Preserves multiple versions of Plan of Instruction & CCD through version control. Stored versions can be viewed & recovered at any time

## Step 3

### Prepare the Lesson Plan

### MIL-HDBK Requires

Prepare the Lesson Plan based on the lesson outline developed during the Design Phase. The Lesson Plan document serves as the instructor's primary teaching aid. It provides specific definitions & directions on instructional methods, learning activities, LOs, equipment & instructional media requirements as well as the conduct of training.

### ADVISOR Added Value

- ✓ Quickly forecasts personnel & resource requirements for each LO 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
- ✓ Automatically computes time needed for each Lesson & Course based on Learning Objectives duration & media
- ✓ Generates Lesson Plan documents that meet MIL-HDBK 29612-2A requirements in a single click; with LOs, methods, media, personnel, resources, audio visual & training equipment & facilities needed for each Lesson

## Step 4

### Develop Tests

### MIL-HDBK Requires

Develop Tests to assess student's attainment of the LOs. The performance required in the test should match the performance required in the LO.

Effective Tests demonstrate three characteristics:

- Validity
- Reliability
- Usability

### ADVISOR Added Value

- ✓ 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)



## Step 5

Develop Instructional Materials

### MIL-HDBK Requires

Develop the Instructional Materials in line with the instructional methods & media selected in the Design Phase. The media required to implement the Instructional Design should also be developed at this stage while considering the following factors:

- Personnel required
- Time required
- Funds required
- Special requirements

### ADVISOR Added Value

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

## Step 6

Update ISD/SAT Evaluation Plan

### MIL-HDBK Requires

Update the ISD/SAT Evaluation Plan, to ensure that the most current & accurate information is used in the evaluation of processes & products in Implementation Phase. Updating the strategy keeps development efforts on track & preserves quality; and should include:

- Changes in evaluation strategy
- Revisions to evaluation schedule
- Documentation of results of Development Phase
- Rationale for changes made to ISD/SAT evaluation strategy
- Lessons learned

**Output:** Updated Evaluation Plan

### ADVISOR Added Value

- ✓ Provides top down & bottom up audit trail to ensure that all identified Learning Objectives (LOs) have been addressed; & all LOs within the course are aligned to specific Tasks
- ✓ Facilitates collaboration, sharing & reuse of data. Stores all data in centralized database accessible anytime & from anywhere with a browser
- ✓ Automatically tracks all changes including who performed the change, when & why

## Step 7

Track the Quality Process

### MIL-HDBK Requires

Track the Quality Process to ensure that the instruction will be effective. This is accomplished by validating that the instruction will provide graduates with knowledge, skills & attitudes needed to meet job performance requirements.

Validation consists of a technical accuracy review, individual tryouts & small group tryouts conducted as a part of a formative evaluation. The last step of the validation is the conduction of operational or field

### ADVISOR Added Value

- ✓ Provides top down & bottom up audit trail to ensure that all identified Learning Objectives (LOs) have been addressed; & LOs within the course are aligned to specific Tasks
- ✓ Facilitates assessment by providing instantaneous access to desired standard & conditions for each Task & Learning Objective (LO)



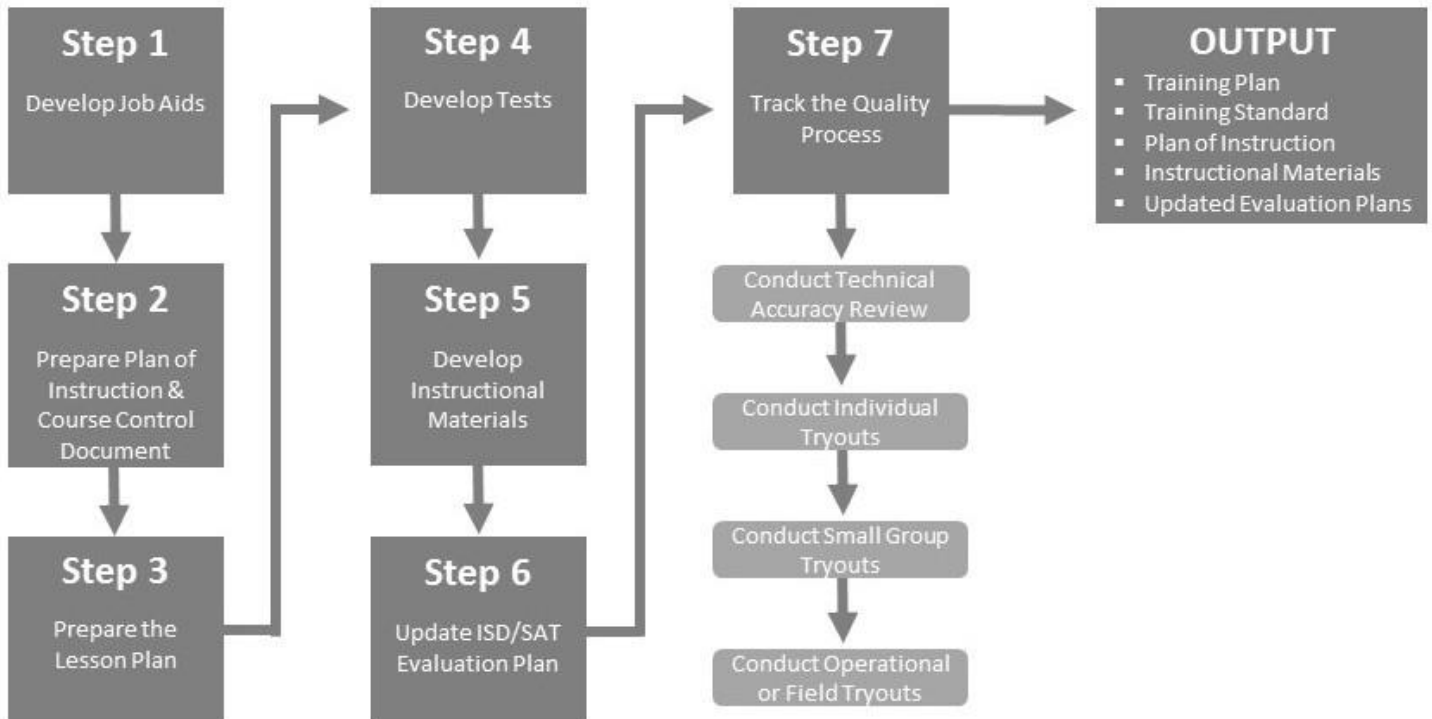
tryouts that serve as a summative evaluation.

If deficiencies in the instruction are detected during validation, they should be corrected (i.e., training materials updated) prior to course implementation.

- ✓ Provides multiple data collection forms to support various methods including individual interviews, focus groups, observations, questionnaires & surveys

**Output:**

- Training Plan
- Training Standard
- Plan of Instruction
- Instructional Materials
- Updated Evaluation Plans



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