



MIL-HDBK-29612 Series

How to Meet Requirements 7 of 8

Planning

Analysis

Design

Development

Implementation

Evaluation

Evaluation is integrated throughout each activity of the instructional development process. It starts in the planning stage with the development of an evaluation plan & continues for the life cycle of the training system. The focus of the Evaluation is on the continuous improvement of the training system quality.

Formative Evaluation

MIL-HDBK Requires

Formative Evaluation is conducted while the system is still being developed. Data & information are collected to improve the processes & products within each stage of the ISD/SAT - namely, analysis, design, development & implementation.

Formative Evaluation begins during the analysis of training requirements & continues through small-group tryouts in the development stage. It consists of the following activities:

- Process Evaluation (analysis, design & development activities)
- Product Evaluation
- Development Test & Evaluation (DT&E)
- Operational Test & Evaluation (OT&E)
- Site Readiness Reviews

ADVISOR Added Value

- ✓ Provides multiple data collection forms to support various methods including individual interviews, focus groups, observations, questionnaires & surveys
- ✓ Facilitates the assessment of performance gaps by providing instantaneous access to the desired standards & conditions for each Mission, Task and & Learning Objective (LO)
- ✓ Facilitates the development of Test items for each Learning Objective including Question Type (i.e., multiple choice, matching, etc.) & Assessment Type

Summative Evaluation

MIL-HDBK Requires

Summative Evaluation focuses on assessing the effectiveness of the instruction on target audience in an operational environment. Data & information are collected during operational (field) tryouts, to determine the "summed" effect of the instruction under operational conditions & make final

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 & Missions



changes or revisions. Summative Evaluations are also conducted when significant revisions or updates have been made to an instructional system; and are primarily used to:

- Determine if training system works under operational conditions
- Provide feedback from large sample of target audience. Feedback is used to revise training system prior to implementation
- Identify possible implementation or operational problems
- Determine if training is cost-efficient
- Determine if training is adequate & needed
- Provide validation data for acceptance testing

- ✓ 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
- ✓ Minimizes waste & maximizes impact by forecasting the costs & benefits of Plausible Solutions & focusing resources on initiatives with highest value
- ✓ Generates Performance Analysis report to support recommendations in a single click

Operational Evaluation

MIL-HDBK Requires

Operational Evaluation is a continuous process that assesses how well course graduates are meeting the established job performance requirements. Operational Evaluation focuses on improvement. More specifically it evaluates the strengths & weaknesses in the system, notably:

- How well graduates are meeting job performance requirements
- Whether training is being provide that is not needed
- Whether any needed training is not being provided
- How well each system component is contributing to overall system quality
- Ways to improve the system & graduates' performance

Two Operational Evaluation activities are typically performed:

- **Internal Evaluation** often referred to as "course review" begins with the implementation of instructional system & continues throughout the life cycle of training system. Internal data including student critiques, instructors' comments, test scores & so forth - are collected & analyzed to improve the effectiveness & quality of training system

ADVISOR Added Value

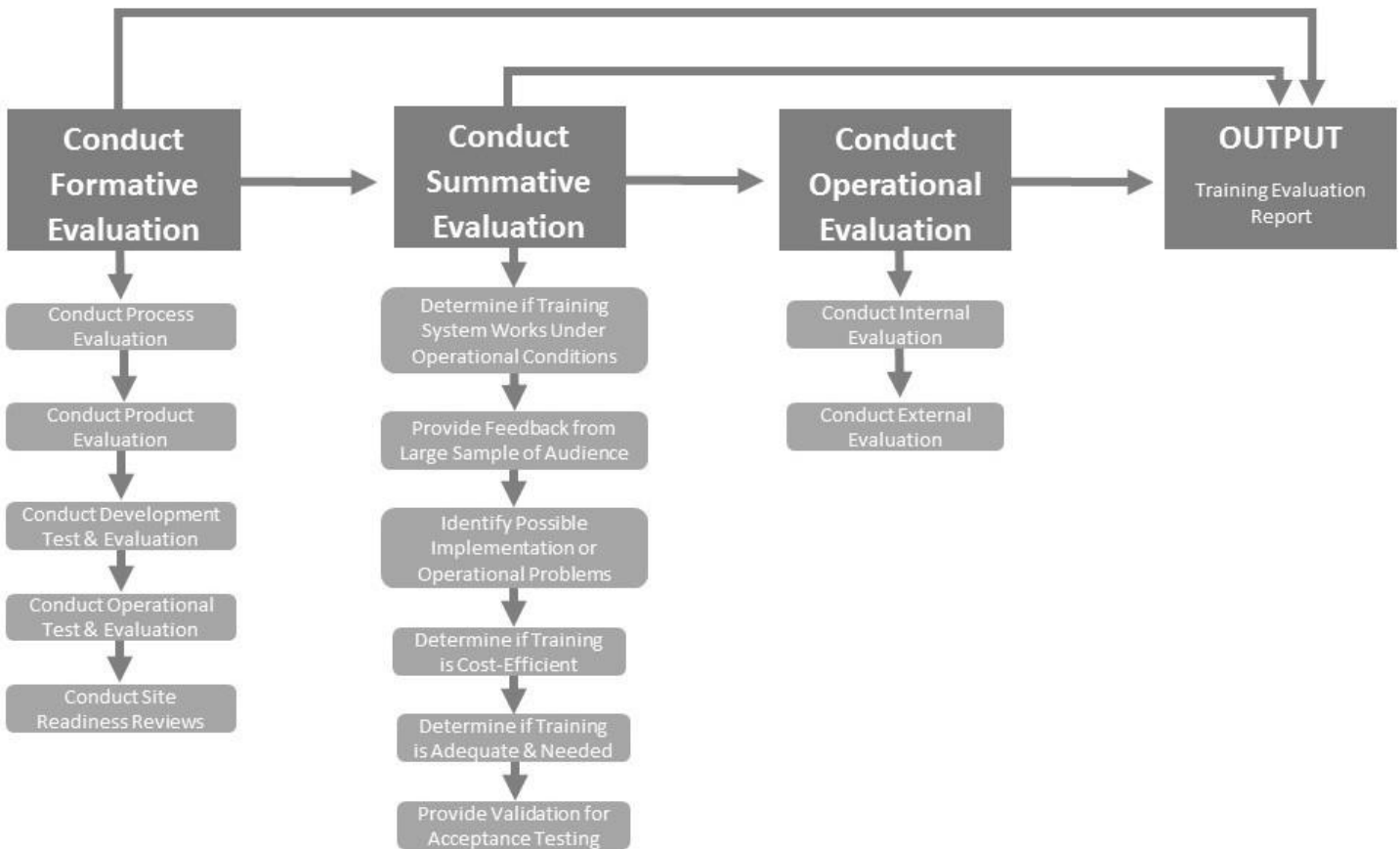
- ✓ Provides multiple data collection forms to support various methods including individual interviews, focus groups, observations, questionnaires & surveys
- ✓ Facilitates the assessment of performance gaps by providing instantaneous access to the desired standards & conditions for each Mission, Task and & Learning Objective (LO)
- ✓ 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
- ✓ Minimizes waste & maximizes impact by forecasting the costs & benefits of Plausible Solutions & focusing resources on initiatives with highest value
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- **External Evaluation** on the other hand determines how well graduates meet job performance requirements. Data for External Evaluation is collected from the field - including graduates, supervisors, inspectors, consultants, advisor boards & so forth - & analyzed to determine graduate performance. Its purpose is to determine if recent graduates can meet job performance requirements, need all of the training they received & require any training they did not receive

✓ Generates Performance Analysis report to support recommendations in a single click

Output : Evaluation Report



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