

## APPENDIX G

### Additional Examples for Analysis

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This appendix presents some additional examples of the worksheet presented throughout Chapter 3, Analysis Phase. Primary examples are located within the text for that topic being discussed. All examples are based on the job aids presented in *Appendix E* and the suggested worksheets presented in *Appendix F*.

The examples are presented in their entirety and serve only as a reference for you. The actual materials you develop may vary slightly from those presented in this appendix, depending on the course development requirements.

Example Number	Title
<a href="#">EX – G.1</a>	Course Parameters and Constraints Part A – General
<a href="#">EX – G.2</a>	Course Parameters and Constraints Part B – Delivery
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## EX – G.1: Course Parameters and Constraints Part A – General

<b>WS-F.3.A</b>				<b>Course Parameter and Constraints: Part A - General</b>			
<b>Project</b>		SK "A" School					
<b>Designer</b>		M. Smith / G. Mitchell			<b>Date</b>		12 Mar 2011
<b>Data Source(s)</b>		School Chief, SKC Smith					
<b>1. Is training mandated? If yes, by whom?</b>		No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Unknown <input type="checkbox"/>		<b>Comments</b>			
<b>2. Are job / job specialty procedures changing rapidly?</b>		No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Unknown <input type="checkbox"/>		<b>Comments</b>			
<b>3. Are methods and/or procedural documents available for use in classroom? If not, what is the scheduled release date?</b>		No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> Unknown <input type="checkbox"/>		<b>Comments</b>			
<b>4. Initial number of students?</b>		<b>Comments</b>		<b>5. Anticipated number of students per year?</b>		<b>Comments</b>	
130				78			
<b>6. Are Accomplished Performers (APs) available?</b>		No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> Unknown <input type="checkbox"/>		<b>Comments</b>			
<b>7. Are Subject Matter Experts (SMEs) or Subject Matter Specialists (SMSs) available?</b>		No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> Unknown <input type="checkbox"/>		<b>Comments</b>			
<b>8. Are media developers available?</b>		No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> Unknown <input type="checkbox"/>		<b>Comments</b> But will need to submit appropriate request including timeframe and quantity of work; see IST supervisor for latest request form; as of 01 March 2011 their process is being reviewed.			

## EX – G.1: Course Parameters and Constraints Part A – General, Continued

<b>WS-F.3.A</b>		<b>Course Parameter and Constraints: Part A - General</b>	
<b>Project</b>	SK "A" School		
<b>Designer</b>	M. Smith / G. Mitchell	<b>Date</b>	12 Mar 2011
<b>9. Are editors available?</b>	No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> Not Req <input type="checkbox"/>	<b>Comments</b>	
		Will need to submit appropriate request including timeframe and quantity of work; to be considered in prioritization of Technical Writer workload.	
<b>10. Is due date fixed (pre-defined or mandated) and cannot be negotiated to meet the normal Instructional Systems design, development, testing and/or evaluating process?</b>	No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> Unknown <input type="checkbox"/>	<b>Comments</b>	
		Goal is to have new courseware ready for FY12, Second Quarter delivery date of March 2013.	
<b>11. Must live within the budget?</b>	No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> Unknown <input type="checkbox"/>	<b>Comments</b>	
<b>12. Must live within the specified content of the training?</b>	No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> Unknown <input type="checkbox"/>	<b>Comments</b>	
<b>13. Any other additional General Constraints or Parameters; included details in the "Comments" section</b>	No <input type="checkbox"/> Yes <input type="checkbox"/> Unknown <input type="checkbox"/>	<b>Comments</b>	
<b>Summarize key constraints and/or parameters and include any coping strategies or contingency plans.</b>			
Key constraint is fixed due date, see item #10 above. Will need to ensure that ISD project schedule and POAM is accurate			

## EX – G.2: Course Parameters and Constraints Part B – Delivery

<b>WS-F.3.B</b>		<b>Course Parameter and Constraints: Part B - Delivery</b>	
<b>Project</b>	SK "A" School		
<b>Designer</b>	M. Smith / G. Mitchell	<b>Date</b>	12 Mar 2011
<b>1. Has the duration of the training been pre-specified/defined? If yes, will the course timeline be sufficient?</b>	No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> Unknown <input type="checkbox"/>	<b>Comments</b> Based on current design for the complete re-write, the existing 8 weeks is sufficient; however this should be identified in Part C of this worksheet as a possible constraint if additional time is required; the process for requesting additional time is documented in SOP Vol. 6 – Curriculum Outline	
<b>2. Are instructional methods pre-specified / defined? (i.e. blended delivery method could not be utilized?)</b>	No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> Unknown <input type="checkbox"/>	<b>Comments</b> No time has been included in the POAM for any other instructional methods; only leader led is going to be considered at this time.	
<b>3. Are delivery funds available to support other delivery methods?</b>	No <input type="checkbox"/> Yes <input type="checkbox"/> Not Req <input checked="" type="checkbox"/>	<b>Comments</b>	
<b>4. Is the Instructor / student ratio (I:S) pre-specified/defined?</b>	No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Unknown <input type="checkbox"/>	<b>Comments</b>	
<b>5. Will there be trained instructors available to teach?</b>	No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> Unknown <input type="checkbox"/>	<b>Comments</b>	
<b>6. Is there sufficient and suitable classroom space?</b>	No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> Unknown <input type="checkbox"/>	<b>Comments</b>	
<b>7. Are Lab facilities relevant to job/specialty available for training</b>	No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> Not Req <input type="checkbox"/>	<b>Comments</b>	
<b>8. Are any other facilities, such as a wet room, equipment storage room available for training?</b>	No <input type="checkbox"/> Yes <input type="checkbox"/> Not Req <input checked="" type="checkbox"/>	<b>Comments</b>	

WS-F.3.B – Course Parameters and Constraints: Part B - Delivery

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## EX – G.2: Course Parameters and Constraints Part B – Delivery, Continued

<b>WS-F.3.B</b>		<b>Course Parameter and Constraints: Part B - Delivery</b>	
<b>Project</b>	SK "A" School		
<b>Designer</b>	M. Smith / G. Mitchell	<b>Date</b>	12 Mar 2011
<b>9. Is the existing training hardware adequate?</b>	No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> Not Req <input type="checkbox"/>	<b>Comments</b>	
<b>10. If new hardware is still being developed? If no, is it available for purchase and is there adequate budget to buy it?</b>	No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Not Req <input type="checkbox"/>	<b>Comments</b>	
<b>11. Is there an existing simulator associated with the course? If yes, will there be times when it is unavailable to the students?</b>	No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Not Req <input type="checkbox"/>	<b>Comments</b>	
<b>12. Are there any safety factors, which may prevent some types of training delivery activities?</b>	No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Unknown <input type="checkbox"/>	<b>Comments</b>	
<b>13. Are there reasons why the student cannot observe activities in the actual job performance situation, if needed?</b>	No <input type="checkbox"/> Yes <input type="checkbox"/> Unknown <input checked="" type="checkbox"/>	<b>Comments</b>	
<b>14. Are there any other delivery concerns? Please specify in the "Comments: section.</b>	No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Unknown <input type="checkbox"/>	<b>Comments</b>	
<b>Summarize key constraints and/or parameters and include any coping strategies or contingency plans.</b>			
N/A			

## EX – G.3: Course Parameters and Constraints Part C – Design and Development

<b>WS-F.3.C</b>		<b>Course Parameter and Constraints: Part C – Design/Develop</b>	
<b>Project</b>	SK "A" School		
<b>Designer</b>	M. Smith / G. Mitchell	<b>Date</b>	12 Mar 2011
<b>1. Must accommodate wide-range of entry skills/knowledge?</b>	No <input checked="" type="checkbox"/> Yes <input type="checkbox"/>	<b>Comments</b>	
<b>2. Must-live-within the pre-specified teaching methods (activity and/or media)?</b>	No <input checked="" type="checkbox"/> Yes <input type="checkbox"/>	<b>Comments</b>	
<b>3. High levels of simulation are not practical.</b>	No <input checked="" type="checkbox"/> Yes <input type="checkbox"/>	<b>Comments</b> This is not an issue; a mock warehouse exists as does a real inventory supply with the ET School; all needed software databases have existing training data bases, so real-world simulation is possible. There is no simulator required.	
<b>4. Budget possibly too low to accommodate some required design?</b>	No <input checked="" type="checkbox"/> Yes <input type="checkbox"/>	<b>Comments</b> Although there are some budget issues, it is not believed to be a factor for the current plans for design and development of the courseware; there is limited funds for travel to collect data, but again this work is also performed at the training center and both APs and SMEs are available locally.	
<b>5. Student-Instructor ratio probably too great.</b>	No <input checked="" type="checkbox"/> Yes <input type="checkbox"/>	<b>Comments</b> Not expected to change from existing Curriculum Outline ratio but there may be some individual lessons changes in current ratio allocations; but it is not expected to exceed total available instructor billets.	
<b>6. Student unavailability must be accommodated.</b>	No <input checked="" type="checkbox"/> Yes <input type="checkbox"/>	<b>Comments</b> Other than normal time already allocated for indoc and out-doc; at no time are the students unavailable to attend class.	
<b>7. Remediation activities possibly prevented.</b>	No <input checked="" type="checkbox"/> Yes <input type="checkbox"/>	<b>Comments</b>	
<b>8. Length of training pre-specified?</b>	No <input checked="" type="checkbox"/> Yes <input type="checkbox"/>	<b>Comments</b> However if the new design anticipates the course will exceed the existing 8 weeks, this could become an issue. Approval of course length change is documents in SOP, Vol. 6 (Curriculum Outline)...will need to be sure to check if this needs to be addressed.	

WS-F.3.C – Course Parameters and Constraints: Part C – Design/Develop

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## EX – G.3: Course Parameters and Constraints Part C – Design and Development, Continued

<b>WS-F.3.C</b>		<b>Course Parameter and Constraints: Part C – Design/Develop</b>	
<b>Project</b>	SK "A" School		
<b>Designer</b>	M. Smith / G. Mitchell	<b>Date</b>	12 Mar 2011
9. Media development capabilities not present and unable to purchase?	No <input checked="" type="checkbox"/> Yes <input type="checkbox"/>	<b>Comments</b>	
10. Instructor unavailability will prevent some design?	No <input checked="" type="checkbox"/> Yes <input type="checkbox"/>	<b>Comments</b>	
11. Recurring training is a must.	No <input checked="" type="checkbox"/> Yes <input type="checkbox"/>	<b>Comments</b>	
12. Are there any other design or development concerns? Please specify in the "Comments: section"	No <input type="checkbox"/> Yes <input type="checkbox"/> Unkown <input checked="" type="checkbox"/>	<b>Comments</b>	
<b>Summarize key constraints and/or parameters and include any coping strategies or contingency plans.</b>			
<p>Changes to extend the course may become an issue; must stay on top of this possibility as design and development progresses; see item #8.</p> <p>Budget is tight but not an issue as long as access to APs and SMEs on base is provided as scheduled in POAM; if not designers may need to travel or bring APs here for focus group, see item #4.</p>			

## EX – G.4: Course Parameters and Constraints Part D – Testing and Evaluating

<b>WS-F.3.D</b>		<b>Course Parameter and Constraints: Part D – Testing and Evaluating</b>	
<b>Project</b>	SK "A" School		
<b>Designer</b>	M. Smith / G. Mitchell	<b>Date</b>	12 Mar 2011
<b>1. Will students be available to try-out and test the training material and/or job aids?</b>	No <input type="checkbox"/> Yes <input checked="" type="checkbox"/>	<b>Comments</b>	
<b>2. Evaluation method pre-specified?</b>	No <input type="checkbox"/> Yes <input checked="" type="checkbox"/>	All test for the TPOs will be performance-based	
<b>3. Possible disagreement on what "success" is?</b>	No <input checked="" type="checkbox"/> Yes <input type="checkbox"/>	<b>Comments</b>	
<b>4. Formal qualification or certification required?</b>	No <input checked="" type="checkbox"/> Yes <input type="checkbox"/>	<b>Comments</b>	
<b>5. Re-qualification or re-certification required?</b>	No <input checked="" type="checkbox"/> Yes <input type="checkbox"/>	<b>Comments</b>	
<b>6. Safety factors preclude some evaluation methods?</b>	No <input checked="" type="checkbox"/> Yes <input type="checkbox"/>	<b>Comments</b>	
<b>7. Simulator not always available for testing?</b>	No <input type="checkbox"/> Yes <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	<b>Comments</b>	
<b>8. Other concerns? Please specify in the "Comments: section"</b>	No <input type="checkbox"/> Yes <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	<b>Comments</b>	

WS-F.3.D – Course Parameters and Constraints: Part D – Testing and Evaluating

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## EX – G.4: Course Parameters and Constraints Part D – Testing and Evaluating, Continued

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<b>WS-F.3.D</b>		<b>Course Parameter and Constraints: Part D – Testing and Evaluating</b>	
<b>Project</b>	SK "A" School		
<b>Designer</b>	M. Smith / G. Mitchell	<b>Date</b>	12 Mar 2011
<b>Summarize key constraints and/or parameters and include any coping strategies or contingency plans.</b>			