

# *EOTA – Business Form*



***Document Title:***

**Course Feasibility Assessment**

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***Document Owner:***

**Elizabeth Sousa**

***Backup Owner:***

**Vickie Pleau**

***Approver(s):***

**Melissa Otero**

***Parent Document:***

**ISDP-010, Course/Analysis Initiation  
Process**

***Notify of Changes:***

**MGT, ISD**

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**N/A**

***Revision History:***

Rev.	Description of Change
<b>10_0630</b>	<b>Initial Release</b>

# Feasibility Assessment for the Development of Training Activities

## I. Curriculum Analysis

A. Define the learning level for this course.

- 100 level - Beginner
- 200 level
- 300 level
- 400 level – Advanced

B. What is the desired duration of this course?

- 1-hr     2-hr     3-hr     4-hr
- 8-hr     12-hr     16-hr     20-hr
- 24-hr     36-hr     40-hr    Other: \_\_\_\_\_

## II. Audience Analysis

A. How many students are anticipated to take this course?

B. What are the roles/job titles or other identifiers of prospective students?

## III. Support Designations

A. Who will be the designated Point of Contact(s)?

B. Who will be the designated Subject Matter Expert(s)?

## IV. Platform Decisions

A. Initial Platform Preferences

- WBT
- CBT
- Exercise/Tabletop Format
- Instructor Led Training (ILT)
- A series of Instructor Led Training courses
- A mixed series of Instructor Led Training and WBTs/CBTs
- A mixed curriculum which blends several methodologies of training
- Other

**B. What training materials exist?**

- Do materials currently exist that could streamline this course development? If yes, what and where?
- Can the objectives be accomplished by combining or adding to existing training?

**C. Is this course part of a larger curriculum design?**

- Describe other courses or activities involved, and attach table(s) identifying course relationships.
- Is/are there pre-requisite(s) for this proposed course? If yes, list them.
- Where can we obtain information regarding these pre-requisite(s)?

**D. Is the material from this course covered by any other courses? (i.e. DOE, FEMA, DOT, etc...)**

- Describe other courses or activities: \_\_\_\_\_  
\_\_\_\_\_

**E. If this course/training activity is to be developed as a “blended training design,” how will the training objectives of this course fit with current or proposed training provided to the student?**

**F. Do the characteristics of the customer’s request support effective training based on learning styles, delivery method and required outcomes? If not, what is recommended to address these training factors?**

**V. Content/Role/Process Analysis Requirements**

**A. Will development of this course require research? Please check all that apply.**

- Interview
- Survey
- Target audience/focus group
- Task-to-training Matrix
- Analysis
- Report
- Other

**B. What references are available to support content development?**

Are these resources current? (List date/version)

**VI. Priority Level**

**A. What is the customer’s desired delivery date?**

**B.** Is this course a requirement for other high priority training activities?

**C.** What is the EOTA scheduling goal for completion?

## **VII. Evaluation Strategy**

**A.** What measurable outcomes for participants of this training does the requestor anticipate? (Knowledge, skills, etc...)

**B.** What is the recommended methodology to verify this anticipated outcome? (e.g. test, improved performance, qualification)

## **VIII. Project Management Details**

**A.** Time Line

- What is the required launch date for this course?
- Will the timeline be affected by other known course development /project requirements? Explain.
- Will needs identified in this document affect the timeline? (i.e. analysis, research, resources, etc...)

**IX. EOTA Resource Requirements**

<b>LABOR</b>			
<b>Category/Name</b>			<b>Estimated Hours</b>
Program Manager			
Project Lead			
Analyst			
Sr. Training Analyst/Lead			
IT Lead			
Multi-Media Specialist			
Graphics Designer			
Quality Assurance Manager			
<b>Labor Hour Subtotal:</b>			
<b>TRAVEL</b>			
<b>Purpose</b>	<b>Location</b>	<b>Duration</b>	<b>Estimated Cost</b>
<b>Subtotal:</b>			
<b>OTHER DIRECT COSTS (Materials, rental, supplies, etc...)</b>			
<b>Item</b>	<b>Description</b>		<b>Estimated Cost</b>
<b>Subtotal:</b>			
<b>ADDITIONAL COSTS (SME, Consultant, other)</b>			
<b>Item</b>	<b>Description</b>		<b>Estimated Cost</b>
<b>Subtotal</b>			
<b>NON-LABOR TOTAL:</b>			
<b>PROJECT TOTAL:</b>			

**Attach addendum to address additional concerns as applicable.**

**Project Manager (PM2) Acceptance**       **(check to indicate if modifications are attached)**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Program Manager (PM1) Acceptance**       **(check to indicate if modifications are attached)**

**Signature:** \_\_\_\_\_