

# *EOTA – Business Process*



*Document Title:*

**Course/Analysis Initiation Process**

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*Parent Document:*

**ISDP-002, Training Production Process**

*Notify of Changes:*

**ISD, ITT, MGT**

*Referenced Document(s):*

**ISDF-001 Technical Direction, ISDF-035 Analysis Feasibility Assessment, ISDP-010, Course Analysis Initiation Process, ISDP-015, WBT/ILT/Ex Design Process**

***Revision History:***

<b>Rev.</b>	<b>Description of Change</b>
<b>10_0630</b>	<b>Initial Release</b>
<b>11_0512</b>	<b>Modified verbiage for clarification and updated referenced documents.</b>

## **I. Purpose**

To effectively plan and control the initial processes used in designing Emergency Operations Training Academy (EOTA) training courses. To continually improve quality business effectiveness and enhance customer satisfaction through design of training products in support of ISDP-002, Training Production Process.

## **II. Scope**

This process applies to the EOTA employees who require/participate in initial course analysis processes.

## **III. Responsibility**

**Program Manager/Designee (PM1)** – Responsible for ensuring the project is feasible and resources are available to complete applicable project evaluation and project transfer to subsequent product related processes.

**Project Manager/Designee (PM2)** – Responsible for initiating, communicating, and managing applicable course analysis jobs and overseeing the execution of the course analysis process including ongoing documentation maintenance. The PM2 is responsible for assisting with the completion of applicable project evaluation and project transfer to subsequent product related processes.

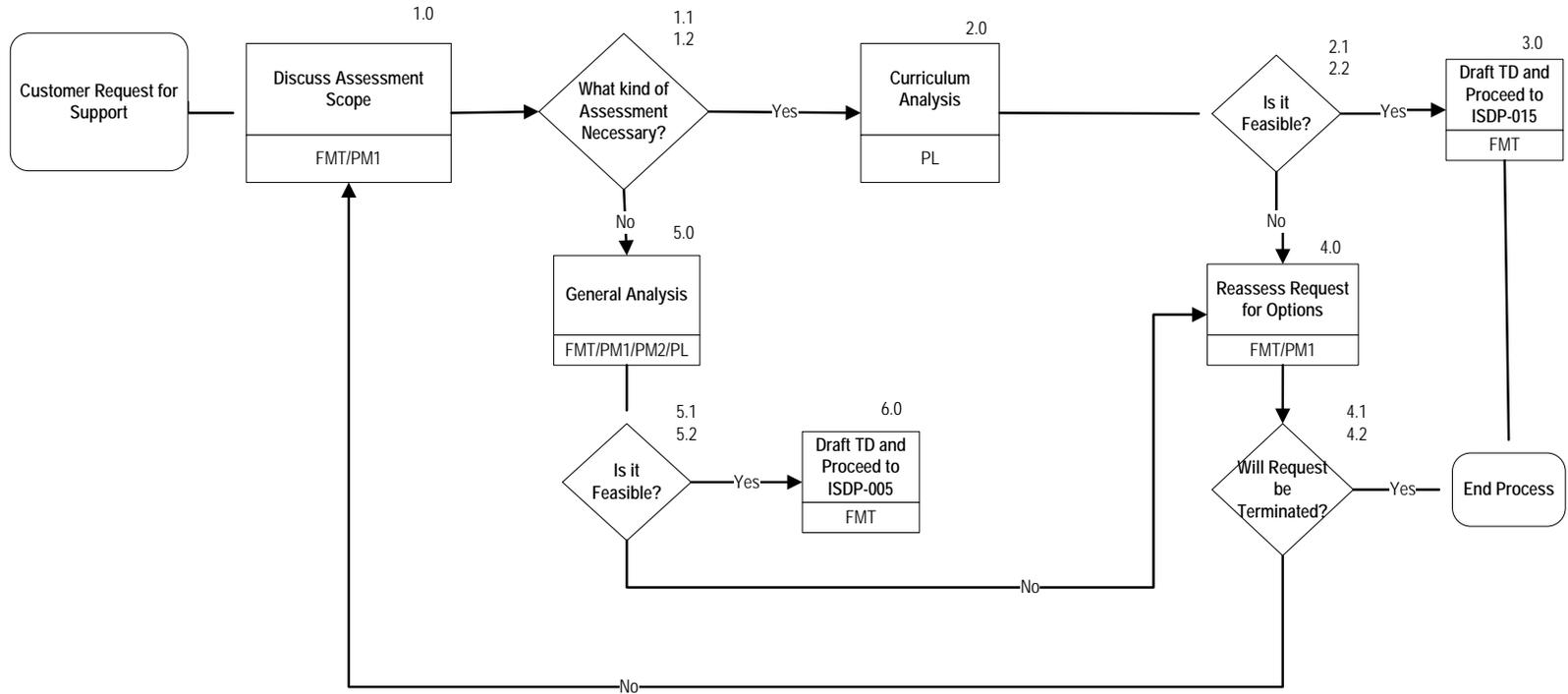
**Federal Management Team (FMT)** – Responsible for assisting with completion of ISDF-035, Analysis Feasibility Assessment, identification of product requirements using ISDF-001, Technical Direction, and approving applicable subsequent design-relevant documents.

**Project Lead (PL)** – Responsible for execution of the course analysis process.

## **IV Definitions**

**Feasibility** – Determination that the project is valid, plausible, and the resources required to complete customer request(s) are available.

## V. Process



## **1.0 Discuss Assessment Scope**

The FMT and PM1 review customer request to determine feasibility, scope, and type of assessment required.

1.1 If feasible, and it is determined that a Curriculum Analysis is required, proceed to step 2.0.

1.2 If feasible, and it is determined that a General Analysis is required, proceed to step 5.0.

## **2.0 Curriculum Analysis**

Once it is determined that a Curriculum Analysis is required, the PL will complete ISDF-044, Course Feasibility Assessment.

2.1 If the Curriculum Analysis is feasible, proceed to step 3.0

2.2 If the Curriculum Analysis is not feasible, proceed to step 4.0

## **3.0 Draft Technical Direction and Proceed to ISDP-015**

Upon completion of the ISDF-044, Course Feasibility Assessment, the PL will advise PM1 and FMT of findings and request a formal TD be drafted. Upon receipt of TD, PL will complete TD and proceed to ISDP-015, WBT-ILT-Ex Course Design Process.

## **4.0 Reassess Request for Options**

If the PL determines the request is not feasible, the FMT/PM1 will reassess the request for options.

4.1 If request is determined to have no other options, the FMT will terminate the request.

4.2 If the request is determined to have other options, the FMT will reassess the scope with PM1 and return to step 1.0.

## **5.0 General Analysis**

Once it is determined that a General Analysis is required, the PL will complete ISDF-035, Analysis Feasibility Assessment.

5.1 If the General Analysis is feasible, proceed to step 6.0.

5.2 If the General Analysis is not feasible, return to step 4.0.

## **6.0 Draft TD and Proceed to ISDP-005**

Upon completion of the ISDF-035, Analysis Feasibility Assessment, the PL will advise PM1 and FMT of findings and request a formal TD be drafted. Upon receipt of TD, PL will complete TD and proceed to ISDP-005, Functional Job Task Analysis Process.

**Continue to next applicable process in the Training Production Process.**