

EOTA – Business Process



Document Title:
Exercise Development Process

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ISDP-002, Training Product Process

Notify of Changes:
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ISDF-001 Technical Direction, ISDF-004 Design Document, ISDF-006 WBT Script Template, ISDF-007 Lesson Plan Template, ITTP-016 WBT Programming

Revision History:

Rev.	Description of Change
10_0630	Initial Release
11_0223	Made changes to accurately reflect TPP.
11_0414	Added Derivative Classifier to step 12.0

I. Purpose

To effectively plan and control the process for developing exercises that satisfies DOE/NNSA requirements and guidance. EOTA training exercises are evaluated demonstrations of the integrated capabilities of emergency response resources (personnel, facilities, and equipment, and the procedures describing how those resources are employed to mitigate the effects of an emergency). EOTA exercises assess and validate the speed, effectiveness and efficiency of capabilities, and test the adequacy of policies, plans, procedures, and protocols in a risk-free environment. This process assures that review and verification are appropriate at each stage of exercise development.

Note: Although treated as a separate process, Exercise Development is likely to be accomplished as a parallel effort within course development. Unless the exercise is developed independent of an overarching course, approvals and materials production for exercise-related products should be accomplished in conjunction with the parent course.

II. Scope

This process applies to EOTA employees who participate in exercise development and/or maintenance.

III. Responsibility

Project Manager/Designee (PM2) – Responsible for initiating, communicating, and managing applicable Exercise Development jobs and overseeing the execution of the exercise Development Process, including ongoing documentation and maintenance. The PM2 is responsible for ensuring the completion of applicable project evaluation and project transfer to subsequent product-related processes.

Project Lead (PL) – Responsible for execution of the ISDP-017 Exercise Development Process.

Information Technology Team (ITT) – Responsible for production of applicable exercise materials.

Federal Management Team (FMT) – Responsible for acting as a liaison between the development team and the customer, as well as in-house review of pertinent development outputs.

Subject Matter Expert (SME) – Serves as a consultant/technical expert to ensure relevance, technical accuracy, and currency of exercise content and to ensure the scope of material covered is appropriate for the target audience.

Point of Contact (POC) – Responsible for providing the requesting customer's direction/approval on exercise scope, content and function. This position may be a non-headquarters POC.

Quality Assurance Manager (QAM) – Responsible for reviewing exercise documentation throughout ISDP-017 Exercise Development Process. QAM will also participate in the applicable product review activities.

IV. Definitions

Exercise Development Package – Collective package of all documentation, exercise content (including script/storyboard), graphics, and associated materials required for exercise development.

Exercise Plan – Outline of exercise objectives and methods for accomplishing them to be integrated as necessary with ILT course lesson plan.

Project Team – All personnel required to accomplish tasks required to develop the exercise concurrent with customer requirements.

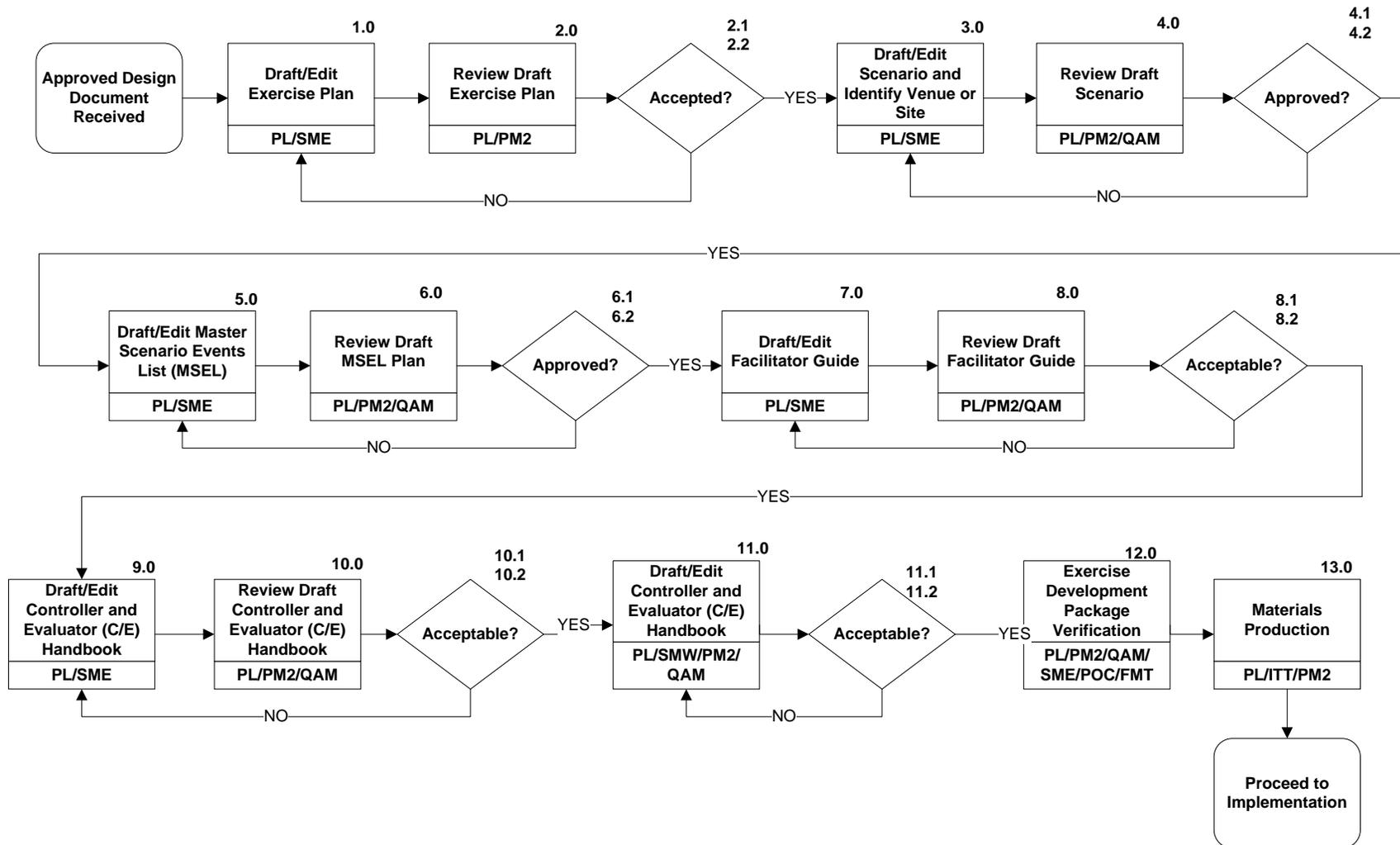
Master Scenario Events List (MSEL) – A chronological timeline of expected actions and scripted events (such as injects) to be inserted into exercise play by controllers in order to generate or prompt participant activity. The MSEL includes all exercise objectives and ensures necessary events happen so that the objectives are met.

Facilitator Guide – A guide that includes an exercise synopsis which is published and distributed to participants and observers prior to the beginning of an exercise. The facilitator guide addresses exercise objectives and scope, and assigns roles and responsibilities that must be carried out for successful exercise execution. The Facilitator Guide should not contain sensitive information that would provide detailed scenario information (i.e. the hazard to be employed).

Controller and Evaluator (C/E) Handbook – A handbook which supplements the Facilitator Guide, containing more detailed information about the exercise scenario and describing exercise controllers' and evaluators' roles and responsibilities. The C/E Handbook contains information on the scenario and exercise administration and is distributed only to those individuals specifically designated as controllers or evaluators.

Evaluation Checklist – Helps evaluators collect and interpret relevant exercise observations. The evaluation checklist provides evaluators with information on what tasks they should expect to see accomplished or discussed during an exercise, space to record observations, and questions to address after the exercise. The checklist is intended to guide an evaluator's observations so the evaluator focuses on capabilities and tasks relevant to exercise objectives to support development of the After Action Report (AAR).

V. Process



1.0 Draft/Edit Exercise Plan

Upon receipt of the approved ISDF-004, Design Document, the PL along with the SME will draft an exercise plan utilizing the ISDF-007, Lesson Plan Template, and associated materials. The draft exercise plan focuses on outlining the scenario, identifying documentation, planning for logistics and exercise conduct, as well as, identifying evaluation improvement methodologies.

2.0 Review Draft Review Draft Exercise Plan

The PL will review the draft exercise plan and associated materials with the PM2.

2.1 If the draft exercise plan is accepted, the PL will proceed to Step 3.0.

2.2 If the draft exercise plan is not accepted, the PL will return to Step 1.0.

3.0 Draft/Edit Scenario and Identify Venue or Site

The PL will work with the SME to draft the scenario to provide the storyline that drives the exercise, considering all objectives. Each objective has specific tasks associated with it that should be performed and validated during the exercise. The PL and the SME will determine which objectives will provide a framework for the development of the scenario and validate the capabilities of the participants. The PL and SME will also determine the type of venue or site in which the exercise play will take place. The venue types should support the objectives being evaluated, allowing for realistic, exercise-based simulation. It is important to coordinate exercise date and venue availability early to ensure venue/site(s) reservations.

4.0 Review Draft Scenario

The PL will submit the draft scenario to the PM2 and QAM for review and will forward to the HQ POC for review and approval.

4.1 If the draft scenario is approved, proceed to Step 5.0.

4.2 If the draft scenario is not approved return to Step 3.0.

5.0 Draft/Edit Master Scenario Events List (MSEL)

The PL will enter all exercise objectives into the Vision Database and will ensure all appropriate links are established. The PL working with the SME will create a Master Scenario Events List (MSEL) which is a chronological timeline of expected actions and scripted events (i.e., injects) to be inserted into exercise play by controllers in order to generate or prompt participant activity. It ensures necessary events happen so that all exercise objectives are met.

6.0 Review Draft MSEL Plan

The PL will submit the draft MSEL to PM2 and QAM for review. PM2 and QAM have approval authority of the draft MSEL unless HQ POC review is required. The draft MSEL may be reviewed/approved by an assigned HQ POC independent of an associated course, otherwise HQ POC review of the draft MSEL will occur with review of the course development package.

6.1 If the draft MSEL is approved, the PL will proceed to step 7.0.

6.2 If the draft MSEL is not approved the PL will return to Step 5.0.

7.0 Draft/Edit Facilitator Guide

The PL working with the SME will draft a Facilitator Guide for the exercise, which will include an exercise synopsis that is published and distributed to participants and observers prior to the start of the exercise. The Facilitator Guide addresses exercise objectives and scope, and assigns roles and responsibilities that must be carried out for successful exercise execution. The Facilitator Guide does not contain detailed scenario information.

8.0 Review Draft Facilitator Guide

The PL will submit the draft Facilitator Guide to PM2 and QAM for review. PM2 and QAM have approval authority of the draft Facilitator Guide unless HQ POC review is required. The draft Facilitator Guide may be reviewed/approved by an assigned HQ POC independent of an associated course, otherwise HQ POC review of the draft Facilitator Guide will occur with review of the course development package.

8.1 If the draft Facilitator Guide is approved, the PL will proceed to step 9.0.

8.2 If the draft Facilitator Guide is not approved the PL will return to Step 7.0.

9.0 Draft/Edit Controller and Evaluator (C/E) Handbook

The PL working with the SME will develop a C/E Handbook which supplements the Facilitator Guide, containing more detailed information about the exercise scenario and describing exercise controllers' and evaluators' roles and responsibilities. Because the C/E Handbook contains information on the scenario and exercise administration, it is distributed only to those individuals specifically designated as controllers or evaluators.

10.0 Review Draft Controller and Evaluator (C/E) Handbook

The PL will submit the draft C/E Handbook to PM2 and QAM for review. PM2 and QAM have approval authority of the draft C/E Handbook unless HQ POC review is required. The draft C/E Handbook may be reviewed/approved by an assigned HQ POC independent of an associated course, otherwise HQ POC review of the draft C/E Handbook will occur with review of the course development package.

10.1 If the draft C/E Handbook is accepted, the PL will proceed to step 11.0.

10.2 If the draft C/E Handbook is not accepted the PL will return to Step 9.0.

11.0 Draft/Edit Evaluation Checklist

The PL working with the SME will develop an evaluation checklist and submit it to PM2 and QAM for review. PM2 and QAM have approval authority of the draft evaluation checklist unless HQ POC review is required. The draft evaluation checklist may be reviewed/approved by an assigned HQ POC independent of an associated course, otherwise HQ POC review of the draft evaluation checklist will occur with review of the course development package.

11.1 If the draft evaluation checklist is approved, the PL will proceed to step 12.0.

11.2 If the draft evaluation checklist is not approved the PL will return to Step 11.0.

12.0 Exercise Development Package Verification

If this is a “stand-alone” exercise, the PL will route the ISDF-017, Exercise Development Package and ISDF-040, Course Verification to PM2, QAM, SME, HQ POC and FMT for verification. The PL will also provide a hard copy of the course materials to PM2 to forward to the National Nuclear Security Administration Derivative Classifier.

If the ISDF-017, Exercise Development Package is part of a course it should be added to the ILT course materials referenced in ISDP-016, ILT Course Development, Committee Review section and the ISDF-040, Course Verification which should be used for verification of both products.

13.0 Materials Production

Upon verification of the ISDF-017, Exercise Development Package, the PL will work with the ITT to develop the materials for the exercise. The PL and PM2 will review the exercise materials. If the exercise materials are not accepted the PL will facilitate corrections and proceed to the applicable Implementation process.