

IAPER Project Training Development Approach

Roles and Responsibilities:

- ◆ **Subject Matter Expert (SME)**—Works closely with the development team to create the training. Provides resources to include and reviews (sometimes co-writes) draft materials. (Professionals from the fields of Records Management, Emergency Management, and IT)
- ◆ **“Super” SME**—Provides the “last word” on content; resolves any conflicts/questions about content. Participates in reviews. Does not develop content. (David Carmicheal and Vicki Walch)
- ◆ **Instructional Systems Designer (ISD)**—Works closely with SME to develop the course materials and ensures that the materials are instructionally sound. (C² Technologies, Inc.)
- ◆ **Reviewers**—Reviews Plan of Instruction and Draft Curriculum. Provides feedback to IAPER Curriculum Coordinator (Verna)
- ◆ **FEMA/Training and Exercise Integration (TEI)**—Oversees the grant funds. Reviews and approves each step of the development process.
- ◆ **Target Audience**—Participates in pilot offerings; provides feedback. (State, local, and Tribal government employees whose function includes records management, emergency management, and IT)
- ◆ **Production Team**—Produces the materials, responsible for quality assurance. (C² Technologies desktop publishers, editors, programmers, graphic artists)

Needs Assessment

Needs Assessment includes

- CoSA’s 2006 and 2008 Surveys
- Feedback from State and Local Governments staff who attended NARA courses
- IAPER Summit and Focus Group and Breakout Sessions
- ◆ Development Team completes TEI’s Needs Assessment Form
- ◆ CoSA submits to FEMA for approval

Planning and Analysis Form

Shows the logical link between the findings of the needs assessment and the proposed curriculum.

- ◆ Development Team completes Planning and Analysis Form
- ◆ CoSA submits to FEMA for approval

Design Document (Plan of Instruction)

- ◆ Instructional Designer reviews any existing course materials
- ◆ ISD meets with Subject Matter Experts (SME) to walk through course, develop timeline
- ◆ SME provides additional references, as appropriate
- ◆ ISD completes development schedule with SME and provides to Linda Ross
- ◆ ISD, working with SME, develops the 1st Draft Course Design Document (CDD); All course materials are produced by C²'s team of desktop publishers, graphic artists, QA/editors, and programmers, as needed.
- ◆ SME and Development Team review CDD, focusing on:
 - Course goal, focus, and objectives
 - Lesson flow and lesson objectives
 - Relevance of lesson activities
 - Additional reference materials needed to develop course materials
- ◆ Verna collects and consolidates comments; works with SME and Super SME to approve changes
- ◆ Development Team meets to review/confirm comments (conference call/online meeting)
- ◆ ISD incorporates comments and develops 2nd Draft CDD
- ◆ SME confirms revisions
- ◆ Verna distributes 2nd Draft CDD to wider audience (IPER Advisory Board, Functional SMEs, other stakeholders) for critical review
- ◆ Verna collects and consolidates feedback; works with SMEs and/or Super SMEs to resolve any questions or conflicts and provides final comments to C².
- ◆ Development Team meets to review/confirm comments (conference call/online meeting)
- ◆ ISD incorporates comments and develops Final CDD
- ◆ CoSA confirms changes and submits Final CDD to FEMA for approval.

Prototype

- ◆ ISD develops Sample Lesson (Instructor Guide, Participant Guide, and Visuals) ISD and submits to Development Team for review.
NOTE: *All course materials for this project are produced by C²'s team of desktop publishers, graphic artists, QA/editors, and programmers, as needed; adhering to the standards, templates, and guidelines provided by FEMA/TEI.*
- ◆ Development Team reviews
- ◆ Verna collects feedback and works with CoSA staff, SMEs, and/or Super SMEs to approve comments for implementation
- ◆ Development Team meets to review/confirm comments (conference call/online meeting)
- ◆ ISD incorporates comments and submits to CoSA
- ◆ CoSA confirms changes and submits to FEMA for approval

Draft 1

- ◆ ISD provides SME with a preliminary list of input needed and due date
- ◆ ISD begins development of Draft 1 course materials (IG, Slides); contacts SME as needed with additional questions
- ◆ ISD delivers 1st draft of IG and Slides
- ◆ SME and Development Team review Draft 1
- ◆ Verna collects and consolidates comments; SME or Super SME approves comments for implementation
- ◆ Development Team meets to review/confirm comments (conference call/online meeting)

Draft 2

- ◆ ISD incorporates comments and develops Draft 2 IG, Slides, Student Guide, and Draft Test Questions; contacts SME as needed
- ◆ SMEs, Development Team and others reviewers review Draft 2 materials
- ◆ Verna collects and consolidates comments; SME or Super SME approve comments for implementation
- ◆ Development Team meets to review/confirm comments (conference call/online meeting)

Pilot 1 (Internal Pilot)

- ◆ ISD incorporates Draft 2 comments and develops Pilot Version #1, Test Questions, Course Feedback Sheet, Pilot Protocols (Pilot Plan)
- ◆ CoSA confirms changes and approves materials for Pilot
- ◆ CoSA conducts Pilot Test #1; SMEs, ISD and other observers attend, record comments and observations
- ◆ ISD collects and analyses feedback, observer comments, test scores, etc. develops pilot report to include suggestions and recommendations and submits to CoSA
- ◆ CoSA issues response to pilot, to include approved changes
- ◆ Development Team meets to review/confirm comments (conference call/online meeting)

Pilots 2 and 3 (Target Audience)

- ◆ ISD incorporates Pilot 1 comments and develops Pilot 2, then Pilot 3 for the target audience, as described above; participant feedback is collected and test scores analyzed. Pilot reports are issued, Development Team meets to confirm feedback, and approved comments are incorporated into the next version.
- ◆ FEMA attends either Pilot 2 or Pilot 3 and provides feedback
- ◆ Development Team meets to review/confirm final comments (conference call/online meeting)

Final Materials

- ◆ ISD incorporates the final pilot comments and develops the final course materials; C² production staff produces final materials, following packaging guidelines provided by FEMA/TEI, and submits to CoSA
- ◆ CoSA confirms final materials and submits to FEMA for final approval.
- ◆ FEMA/TEI conducts Board Review
- ◆ CoSA/C² makes revision (if required)
- ◆ FEMA/TEI's Final Review and Validation
- ◆ FEMA/TEI adds course materials to its catalog.

IPER Review Process Flowchart

