DATA ITEM DESCRIPTION

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1. TITLE	2. IDENTIFICATION NUMBER
TRAINING PROGRAM DEVELOPMENT AND MANAGEMENT PLAN	DI-ILSS-81070

3. DESCRIPTION/PURPOSE

3.1 The Training Program Development and Management Plan delineates all phases of the systems approach to training, milestones for phases and products, the time and resource requirements, management structure and functions, their interrelationships with the required training products, program development tasks, and other related tasks required for training development.

4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE
901205	SH		

7. APPLICATION/INTERRELATIONSHIP

7.1 This Data Item Description (DID) contains preparation instructions for the content and format of the Training Program Development and Management Plan resulting from the Task work task specified in 102.4.1 of MIL-STD-1379.

7.2 It is not intended that all the requirements contained herein should be applied to every program phase. Portions of this DID are subject to deletion

(Continued on Page 2)

APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER
		N5041

10. PREPARATION INSTRUCTIONS

10.1 Reference documents. The applicable issue of the documents cited herein, including their approval dates and dates of any applicable amendments, notices and revisions, shall be as specified in the contract.

10.2 Style and format. The style and format of the plan shall be in accordance with Appendix C of MIL-STD-1379.

10.3 Content. The plan shall contain the following:

a. Front Matter.
b. Plan Elements.
c. Cost data.

10.3.1 Front matter. The content of front matter shall be in accordance with Appendix C of MIL-STD-1379.

10.3.2 Plan elements. The elements of the plan shall include:

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DISTRIBUTION STATEMENT

DISTRIBUTION STATEMENT A. Approved for public release; distribution is unlimited.

Block 7, Application/Interrelationship (Continued)

tailoring depending upon the program phase in which it is applied in the contract.

7.3 This DID supersedes DI-H-7066, DI-H-7067, DI-H-25711B, DI-H-25721B, DI-H-25725B, DI-H-25731B, DI-ILSS-80076 and DI-MGMT-80549.

Block 10, Preparation Instructions (Continued)

10.3.2.1 A descriptive summary of the materiel system/equipment or program/function that the training program is planned to support.

10.3.2.2 A description of the process, involving the Contractor and the Government, that will be employed in planning, developing and acquiring training program resources for training, conduct of training, validation, testing, support and facilities at all specified levels of training.

10.3.2.3 A description of the Contractor's management system and their application in all requirements of task sections of MIL-STD-1379, as tailored by the statement of work. This shall include the relationship of those requirements to the development of the training work breakdown structure, planning, budgeting, scheduling and integration, work authorization, internal contractor surveillance, cost accumulation, performance measurement and reporting internally and to the Government, variance analysis, baseline control and management, management and implementation of training program requirements herein, managing contractor training as required, contractor training program surveillance planning, implementation, control, reporting and management, training program schedule integration, parts and materials control and management.

10.3.2.4 Identification of any major sub-contractors, and major sub-contractor efforts, their inherent control and management, and the proposed procedures for administration of the efforts as applied to sub-contractors.

10.3.2.5 A description of compliance with each task requirement, preferably by cross-referencing appropriate tasks and elements in the description of system with the items in MIL-STD-1379 and the statement of work.

10.3.2.6 A description of how the contractor will manage and conduct an incremental validation effort to review training materials, tests and instructional media materials during the training development process.

10.3.2.7 A narrative description of resource requirements, data requirements, procedures, and milestones; and the time phasing of each contractor task included in the training development requirements and their interrelationship to other contractor tasks.

Block 10, Preparation Instructions (Continued)

10.3.2.8 A block diagram depicting the hierarchy of all management and control elements of the developer organization involved in performing training development tasks applied in the requirements document.

10.3.2.9 Identification of the organizational element which has overall responsibility and authority for executing the required training development.

10.3.2.10 A chart that identifies milestones and time phasing of each task included in the training development requirements.

10.3.2.11 The analysis and design data interchanges between the organizational element responsible for training program development and other related elements.

10.3.2.12 The management process by which training development requirements are integrated with materiel system/equipment development or the scope of work requirements, and then disseminated to materiel system personnel.

10.3.2.13 The scope and schedule of materiel system/equipment developed in accordance with MIL-STD-1388-1 and 2, logistics support analysis and engineering design data, developed in accordance with MIL-STD-1388-1 and 2, and the required integration of this data with training development.

10.3.2.14 The quality assurance procedures and management process that ensure that all tasks are performed correctly and deliverables meet requirements.

10.3.2.15 The approach, procedures, and management controls to be employed in consideration of follow-on configuration control of courseware and instructional software.

10.3.2.16 The approach, procedures and management controls to be used in integrating course changes and new training resources into existing course curricula and instructional methodologies.

10.3.2.17 Training development in-process review requirements.

10.3.2.18 Key personnel and coordination requirements. A listing shall be provided of key individuals (within and external to the defense establishment), their addresses and phone numbers, their role in the development and management of the training program, and identify the actions required of each to ensure the successful implementation of the training program. The organizational structure of activities tasked to support the training effort shall be identified with the interrelations between the training activity and the supporting activities clearly outlined.

10.3.2.19 Training system integration. A schedule shall be provided which includes the development and delivery of the training system.

Block 10, Preparation Instructions (Continued)

10.3.3 Cost data. Cost data shall provide a price analysis, with appropriate cost supporting data, for all training based upon the following guidelines:

a. Price per student hour.
b. Instructor per diem and travel (if training location is other than the contractor's facilities).
c. Overhead.
d. Administration.
e. Coordination.
f. Other.

The cost data shall consist of the following:

10.3.3.1 A price Matrix representing:

a. Preparation by course.
b. Presentation to each class of each course.

10.3.3.2 The price per student hour in increments of 100 student hours for each type and level of training. These increments shall cover a range of hours the contractor determines to be appropriate, based on the proposed training program.

10.3.3.3 The price of training materials covering:

a. Preparation
b. Reproduction.
c. Handling and administration.
d. Price of new facilities or modification of existing facilities.
e. Other.

10.3.3.4 The estimated cost of new facilities or modification of existing facilities.

10.3.3.5 The estimated cost of modified or new training equipment.