INFORMATION SHEET 1-1-1-1

(U) ACRONYMS

A. INTRODUCTION

This Information Sheet provides common acronyms to Navy training.

B. REFERENCES

1. (U) NAVEDTRA (series)
2. (U) NETCINST 1500.19

C. INFORMATION

AIM	Authoring Instructional Materials (software)
BCA	Business Case Analysis
CANTRAC	Catalog of Navy Training Courses
CBT	Computer Based Training
CCA	Curriculum Control Authority
CCMM	Course Curriculum Model Manager
CIN	Course Identification Number
COI	Curriculum Outline of Instruction
CPM	Content Planning Module (Software)
CTTL	Course Training Task List
DID	Data Item Description
DOT	Director of Training
EO	Enabling Objective
FEA	Front End Analysis
IETM	Interactive Equipment Technical Manual
ILS	Integrated Logistics Support
IMDP	Instructional Media Design Package
IMI	Interactive Multimedia Instruction (Self-paced)
IMM	Instructional Media Materials
IMP	Integrated Master Plan
IMRD	Instructional Media Requirements Document
IMS	Integrated Master Schedule
IPRD	Instructional Performance Requirement Document
ISD	Instructional System Designer
JDTA	Job Duty Task Analysis
KPL	Knowledge Proficiency Level
KSATR	Knowledge, Skills, Abilities, tools, Resources
LC	Learning Center
LOM	Learning Object Module (Software)

LP	Lesson Plan
LSO	Learning Standards Office(r)
MIP	Maintenance Index Pages
MRC	Maintenance Requirement Cards
NETC	Naval Education and Training Command
NTSP	Navy Training System Plan
OCCSTD	Occupational Standards
PPP	Personnel Performance Profile
RFA	Request for Analysis
RFT	Ready For Training
ROM	Rough Order of Magnitude
RRL	Resource Requirements List (AIM and NAVEDTRA)
RRL	Ready Relevant Learning (Sailor 2025)
SCORM	Shareable Content Object Reference Model
SME	Subject Matter Expert
SOP	Standard Operating Procedure
SPL	Skill Proficiency Level
TCCD	Training Course Control Document
TG	Trainee Guide
TO	Terminal Objective
ToS	Table of Specifications
TP	Test Package
TPP	Training Project Plan
TRR	Training Requirements Review
TSD	Training Situation Document
TTA	Training Task Analysis
TTE	Technical Training Equipment
WBT	Web Based Training

TRAINEE GUIDE

INFORMATION SHEET 1-1-2-1

(U)NAVIGATING CONTENT PLANNING MODULE (CPM).

A. INTRODUCTION

This section is about the Tabs, Menus and Windows of the CPM.

B. REFERENCES

1. (U) CPM User's Manual

C. INFORMATION

HOME TAB

System announcements appear on the initial screen when CPM is first accessed, where users have to click 'OK' to enter CPM. These announcements advise users of updates to CPM and anticipated system downtime.

The Home tab provides users with a snapshot of their projects, assignments, messages, and events. Users can also update their profiles and passwords from this tab.

CPM has a bookmarking feature, which means that after you log in the first time, you will go to the last tab you were working in. (This feature may be turned off under My Profile-Preferences.) The first time you log in, you will land on the Home tab. From the Main menu item you can view projects in which you are a team member or are the owner; assignments; messages sent and received by other system users; and events. To view the details of a specific project, select the project under the Project Title field and select the View icon. This will take you to the Projects Tab.

1. Main
    * Top left window - Project Title field is a list of projects you are assigned to or created.
    * Top right window – System Announcements
    * Bottom left window - Assignments
    * Bottom middle window - Messages sent to you from other CPM users
    * Bottom right window - Milestone Events - list of your events
2. Milestones
    * Icons - New/History/Print/Delete
    * Left window - List of your events in all of your projects
    * Right window - Information for event selected in left window
3. Messages - Create/Send, Print, and Delete messages to/from registered CPM users
    * Drop Down Menu - Inbox/Sent Items
    * Icons - Reply/Reply to all/Forward/New/Delete/Print
4. Assignments - Create/Edit/Print/Delete Assignments

- Icons - New/History/Print/Delete
5. My Profile
   - Edit the Profile originally created when you registered for CPM with exception of Center and Role

DATA TAB

The Data tab is just that- a tab to add data that will be used in the training project.

The Data tab has fields for platforms, systems, subsystems, components, non-equipment, environments, tools, resources, verbs, conditions, and standards that help to break down the work tasks for the Job Duty Task Analysis (JDTA), and later, help define the learning objectives. Data may be added to these fields as needed, but only by CPM Users with a privilege level high enough to do so. While in training you will be able to edit these fields, but you may not have the same privilege level when working in production.

It is helpful to enter data in advance in these fields so that it is available from menus when working on the JDTA and Learning Objectives, although it can be added while working on the JDTA as well.

OCCSTDs TAB

Enlisted Occupational Standards for Career and Professional Development (OCCSTDs) are lists of performance tasks required of Navy Enlisted Personnel in their respective jobs.
OCCSTDs provide the most logical standards for training task analysis by providing a snapshot of performance tasks required of Navy enlisted personnel. OCCSTDS are based on data collected from a variety of sources (Fleet units, warfare requirements, rating advisors, enlisted community managers, warfare sponsors, etc.) through the Navy Skills Management System (SMS) process and are approved by the resource sponsor/warfare sponsor prior to publication. Updates to OCCSTDs are made in CPM quarterly, to reflect changes from Navy Manpower Analysis Center (NAVMAC).

When starting a JDTA, it is helpful to look at OCCSTDs as they can often be used as a starting point for the JDTA, although the tasks may need to be refined and regrouped, depending on the performances that are to be trained. OCCSTDs in CPM are grouped by Learning Center, Rating, or Navy Task Classification, and then Job, Functional Area, and Tasks.

JDTA TAB

Jobs, duties, tasks, subtasks, and steps are entered in the JDTA tab.

The JDTA is the foundation for training. The work tasks performed in the Fleet are captured in the JDTA, and then a training task analysis is done to determine which of these work tasks need to be trained, formally or otherwise.

When the JDTA tab is first selected, the dropdown menu showing project status and a Search icon are visible. When a center is selected from the JDTA list, the icons for New, Print, Import, Paste, and Search are available.

When an Occupation under a Center is selected the JDTA icons include New, History, Print (JDTA Report), Import (JDTA Spreadsheet), Copy, Paste, Bulk Actions (Submit, Accept, Approve), Delete, Search, Create from OCCSTDs, and Turn to OCCSTDs.

If a JDTA has been approved, the Create New Version icon will also appear, next to the New icon, and the new version will have (v.2) next to the new version. Once a new version is created, a system flag may be generated indicating a modification. If this happens, two icons will appear across the top, Remove Flag, and Show System Flag History.

 NOTE: The JDTA must be approved in CPM before proceeding with linking to a project.

 PROJECTS TAB

Training Design begins in the Projects tab.

The Projects tab has four subtabs:
- **Main**-Clicking the box allows users to toggle between view of Active, Inactive, Archived, My Projects, or Search, or choose to view all projects at a learning center. The icons next to the dropdown box include the New icon, where New projects are created by completing the required fields to the right. Initially, if a project is not selected, the only icons are New and Search. Once a project is selected (highlighted), existing project details may be viewed by selecting the View icon. To see users who have made changes to an existing project, the History icon is selected. A project may be deactivated here, or it may be Released to Development through the Export icon. The Import icon is used to import the Resources Requirement List (RRL) from the Enterprise Data Environment (EDE), and the last icon is the Search icon.
- **Design-**The Design tab is organized into Project Management elements including the Training Project Plan (TPP), the Training Course Control Document (TCCD); and Curriculum Outline elements including the Course Training Task List (CTTL), and the Curriculum Outline of Instruction (COI) which houses the objectives. Project Owners may also assign Team Members to the Project and build a Testing Plan Outline. The Design tab is also where users may select reports to view from this training project.
- **Table of Specifications/Assessment Information-**Objectives from the COI are automatically listed here, as well as the Skill Proficiency Level (SPL) and/or Knowledge Proficiency Level (KPL), number of test items, the criticality index score for the objective, and the passing score.

REPORTS TAB

While the Reports found in the Project Design subtab are reports specific to that training project (CTTL, COI), reports in the Reports tab are management and administrative reports across multiple projects and centers.
Reports are separated into five categories:
1. Admin
2. Data
3. OCCSTDs
4. Projects
5. Skills

RESOURCES TAB

The Resources tab contains the Resource Requirement List (RRL).

The RRL is the list of resources users have entered that will be used in their training projects. Once the user selects a specific category from the list at the top of the screen they may choose to add a new resource to the category, see the history of a resource, print a resource-related report, copy and then paste a modification made to the selected resource across all instances of the resource, select the centers in which this resource will be used, delete the resource, or search for a specific resource.

NOTE: The RRL will be imported into CPM from EDE after LOM development
is completed since LOM captures all required resource materials.

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End-to-End (E2E) PROCESS

When following NETC's E2E Process, CPM would be used as follows:

ACTION	NAVIGATION	REMARKS
Build JDTA	JDTA Tab → Choose Training Site → Expand by clicking the + sign	May build new JDTA or import JDTA spreadsheet
Create New Training Project	Project Tab → Main Menu → New Icon or select existing project → View	May create new training project or view existing project
Complete TPP	Project Tab → Design → Project Management → TPP/TCCD → Expand by clicking the + sign	Existing TPP may also be revised here
Complete CTTL	Project Tab → Design → Curriculum Outline →Performance Requirements → Expand by clicking the + sign	JDTA Occupations, Jobs, Duties, Tasks, Subtasks, and Steps are chosen and linked to the Training Project
Complete COI	Project Tab → Design → Curriculum Outline →Training Project → New	Add modules, lessons, and sections by clicking the New icon
Complete TCCD (Course Master Schedule [CMS] is part of TCCD)	Project Tab → Design → Project Management → TPP/TCCD → Expand by clicking the + sign	TPP must be approved before TCCD will become a separate report

NOTE: The JDTA must be approved in CPM before proceeding with linking to a project.

NOTE: Generating TOs/EOs are part of the COI development.

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TRAINEE GUIDE

ASSIGNMENT SHEET 1-1-2-2

(U)NAVIGATE CPM HOME PAGE AND TABS

A.   INTRODUCTION

Follow the directions and navigate to the correct location in CPM to answer the questions.

B.   OBJECTIVES

(U) WHEN REQUIRED. NAVIGATE CONTENT PLANNING MODULE (CPM) HOME PAGE AND TABS AS IT WAS DESIGNED TO BE USED AS PER APPLICABLE INSTRUCTIONS

C.   STUDY ASSIGNMENT

1. (U) CPM User's Manual

D.   STUDY QUESTIONS

1.   Open CPM, if not already open.

2.   Navigate to the Home Page, and under the Messages subtab, send a message to someone.

3.   Navigate to the JDTA Tab, open AIM CPM Student Center, expand it to OCCUPATION: Electronic Technician (ET) Data-Link Communication System Maintenance Technician (DLCSMT) and expand it so the first Job, Duty, Task, and Subtasks are showing.

4.   Navigate to the Projects **Main** Tab. From the AIM CPM Student Center, choose the "Superhero in Training – JGA" project. Select the **View** icon. In the **Design** subtab, navigate to the TPP/TCCD and expand (+). TPP/TCCD fields are viewable now. Write down the Course Overview text here.

5.   Go to the training project, under Curriculum Outline. How many Modules does the Training Project have? (Hint, Curriculum Outline structure is Course → Module → Lesson → Section)