

CONTENT PLANNING MODULE

User's Manual

(CPM Release 5.15)



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1.0 INTRODUCTION

1.1 IDENTIFICATION

This User's Manual supports the functional operation of the Content Planning Module (CPM) 5.0 software. The CPM is a key component of the Navy's Integrated Learning Environment (ILE).

1.2 SYSTEM OVERVIEW

The CPM supports planning and management of content intended for the ILE. Major functions include: development of Job Duty Task Analysis (JDTA) information, building of learning objectives planning, managing and executing of content projects, supporting content development workflow and reporting requirements, data exchange and linking with other systems. In addition the CPM supports Centers in the areas of: event management, messages and announcements. The CPM supports the reuse and repurposing of ILE content by sharing the JDTA items, learning objectives, course outline of instruction and learning object structure entered by Centers and sharing project information. The CPM is designed to support NAVEDTRA 136 and related policy guidance. The system will return the user to the last location accessed when logging on. The user will also be taken to the last position accessed within a given tab when moving from tab to tab.

The CPM application compliments the current ILE system by:

1. Enabling the connection of learning content to validated requirements.
2. Enabling the building of integrated learning objectives per the ILE guidance.
3. Planning and managing content development projects.
4. Supporting content development workflow and reporting requirements.
5. Supporting data exchange with other systems via Navy owned repositories.

The role the CPM plays in that process as depicted in Figure 1-1.

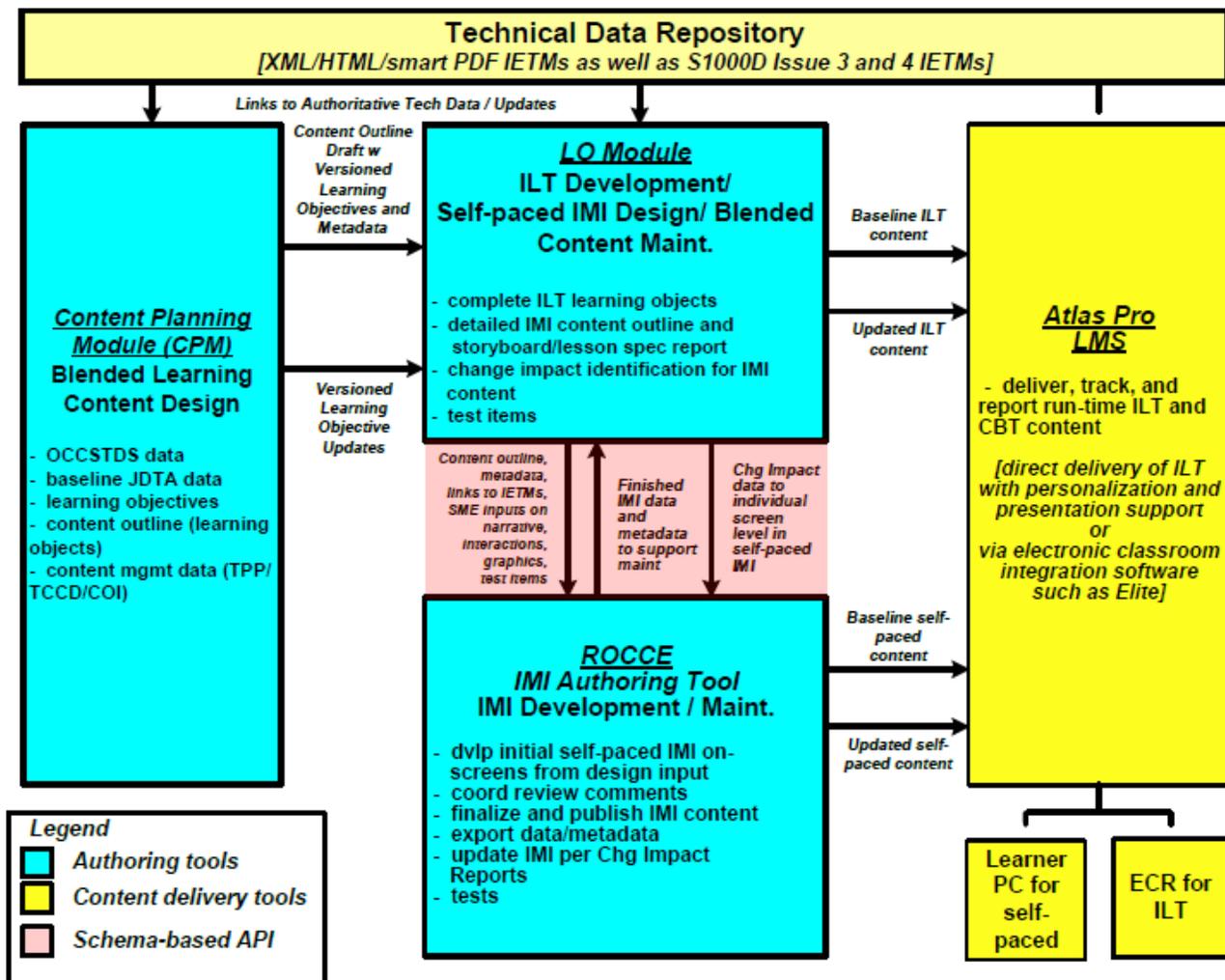


Figure 1-1. CPM and LO Module in the ILE Architecture

The Navy captures requirements as JDTA items and associated Knowledge, Skills, Abilities, Tools, and Resources (KSATRs) in CPM.

The CPM allows you to create a Curriculum Outline of Instruction (COI) for a course, comprised of Modules, Lessons and Sections that are linked to the JDTA items.

- In a Course you will select one or more Modules
- In a Module you will select one or more Lessons.
- In a Lesson you will create the Terminal Objective and outline one or more Sections that support the Lesson.
- In a Section you will create the Enabling Objective.

These objectives serve as the basis for developing ILE-compliant Lessons and Sections.

When the Learning Objectives have been completed, they will be linked to their corresponding JDTA items.

1.3 DOCUMENT OVERVIEW

This document describes the functional capabilities for the CPM application. It is based on the results of an analysis of current ILE training-related processes and operations.

This document is organized as follows:

- Chapter 1 – INTRODUCTION: Provides a full identification of the CPM application, a brief statement of the purpose of the application, registration information, summary of the document contents, and a description of user account management and privileges.
- Chapter 2 – HOME: Opens automatically on login. From the Homepage the CPM user has the ability to view their assigned Project titles, System Announcements, Tasks, Messages, and Events. Using the Homepage menu items the CPM user can:
- Create/Edit/Delete Events,
 - Create, Reply, Forward and Delete Messages,
 - Create/Edit/Delete Assignments
 - Edit personal Profile,
 - View System Users information, and
 - Change Password.
- Chapter 3 – Data: The data tab provides an area where the Administrator, or those with specific privileges, can manage data elements for:
- Platforms, Systems, Subsystems, Components, Non-Equipment, Environments, Tools, Resources, Verbs, Conditions, and Standards.
- Chapter 4 - OCCSTDs: The OCCSTDs tab is where Occupational Standard information can be added, viewed or edited.
- Chapter 5 – JDTA: The JDTA tab provides an area where skills and performance data JDTA can be viewed.
- Chapter 6 – Projects: The Projects tab provides an area where: projects can be created and managed, Training Project Plan (TPP) and Training Course Control Documents (TCCD) data can be entered, JDTA can be selected for a project, Curriculum Outline of Instruction (COI) can be developed and Reports can be displayed.
- Chapter 7 – Reports: The Reports tab provides a place to select and run reports on CPM data.
- Chapter 8 - Resources: The Resources tab provides an area where different types of resources can be added to the database.
- Chapter 9 - Admin: The Admin tab provides an area where the System and Center Administrators can add and edit CPM User information, identify User and

Project Roles, identify Centers, edit Training Task Analysis (TTA) Data and create, edit, print and delete announcements.

1.4 REFERENCED DOCUMENTS

The following documents were used as references in preparing this specification:

- ILE Policy Guidance and Specification documentation from <http://www.netc.navy.mil/ile/>
- NAVEDTRA 132 Navy School Testing Program Management Manual
- NAVEDTRA 136 from <http://www.netc.navy.mil/ile/>
- NAVEDTRA 137 Job Duty Task Analysis Policy
- Clark, R.C. Developing Technical Training: A Structured Approach for Developing Classroom and Computer-Based Instructional Materials. 2nd ed. Silver Spring, MD: International Society for Performance Improvement, 1999.

1.5 CREATING A CPM ACCOUNT

Accessing the <https://cpm-aim.ncdc.navy.mil> web page will open the CPM login page. For those that do not have a login click on 'Don't have an account? Create One!'

To create a CPM account fill-in the fields on the Create Account screen, the fields are as follows:

- **My Information Section**
 - **Type*** - Type of user, dropdown menu to select either Civilian, Contractor, or Military. Civilian refers to civilian government employees.
 - **EDI** - not editable
 - **First Name*** - User's first name
 - **Last Name*** - User's last name
 - **Rank/Rate** - Rank and rate if Type selected is Military.
 - **Title** - User's title if Type selected is Civilian or Contractor.
 - **Email*** - User's email address.
 - **Phone*** - User's phone number including area code.
 - **DSN** - User's DSN if appropriate.
 - **UIC*** - User's Unit Identification Code if Military or Civilian.
- **My Supervisor Section**
 - **Name*** - Name of the user's supervisor.
 - **Email*** - Email of the user's supervisor.
 - **Phone** - Phone number of the user's supervisor.
- **My Center POC/LSO Section**
 - **Name*** - Name of the user's Point of Contact or Learning Standards Officer.
 - **Email*** - Email of the user's Point of Contact or Learning Standards Officer.
 - **Phone** - Phone number of the user's Point of Contact or Learning Standards Officer.
- **Project Information Section**
 - **Centers*** - This is a hyperlink to a list of available Centers, select the Center and role the user is requesting access to.
 - **Justification for Access*** - Explain why the user needs access to CPM.
 - **Project Ending Date** - The data the project ends and the user will no longer require access to CPM.
- **Contract Information Section** (only for Contractors)
 - **Project*** - The official project name.
 - **Contract Number*** - The contract number the user will be working under.

- **CAC Expiration Date*** - The expiration date of the user's CAC.
- **Government Sponsor Section** (only for Contractors)

The project lead who is assigning/approving the work for the project the person is working on. This is at the Center level and a government person.

 - **Name*** - Name of the user's government sponsor.
 - **Email*** - Email of the user's government sponsor.
 - **Phone** - Phone number of the user's government sponsor.
- **Additional Information Section**

The information provided is only informational, if training or Citrix accounts are required they must be requested separately through the appropriate contacts (check <http://aim.carleycorp.com> for more information).

 - **Comments/Additional Info** - Any additional information that may be appropriate.
 - **Request for AIM Training*** - Drop-down menu to select Yes to request AIM training or No to not request AIM training.
 - **Do you have or plan on obtaining a CITRIX AIM I/II account*** - Drop-down menu to select Yes the user has or plans on obtaining a CITRIX AIM I/II account or No to signify the user does not have and is not planning on obtaining a CITRIX AIM I/II account.
 - **Are you a stand-alone AIM user*** - Drop-down menu to select Yes the user uses AIM I/II in a stand-alone environment or No to indicate the user does not use AIM I/II in a stand-alone environment.

Mandatory fields are indicated by an Asterisk (*).

Once all fields are filled-in click the Submit button to submit the account request.

1.5.1 User Account Management and Privileges

End-user privileges are managed by either a System Administrator or designated administrators at each Center. They will define user profiles with specific access levels. Privilege levels will also be assigned based on the role of the user. The following bullets provide application functionality regarding user administration. Users may have multiple sessions open in CPM, with the following restrictions:

- All sessions must be from the same workstation.
- All sessions must use the same Internet browser.

User activity will be tracked and monitored periodically by the System Administrator.

Users will be assigned *Roles* and *Views* within the CPM:

- Roles: Yes/No

- CPM System Administrator: System administrators have the ability to change the owner of a content project and are able to delete projects entered by content users.
- Center CPM Administrator: Center CPM administrators have the ability to change the owner of a content project assigned to the Center.
- Supervisor
- Views: View/No View/Administrate
 - Data
 - Skills
 - Reports
- Views: View/No View/Edit/Administrate
 - Project
 - Leader

CPM Privileges for each tab:

Privileges for the Data, Skills, Projects, and Reports tabs

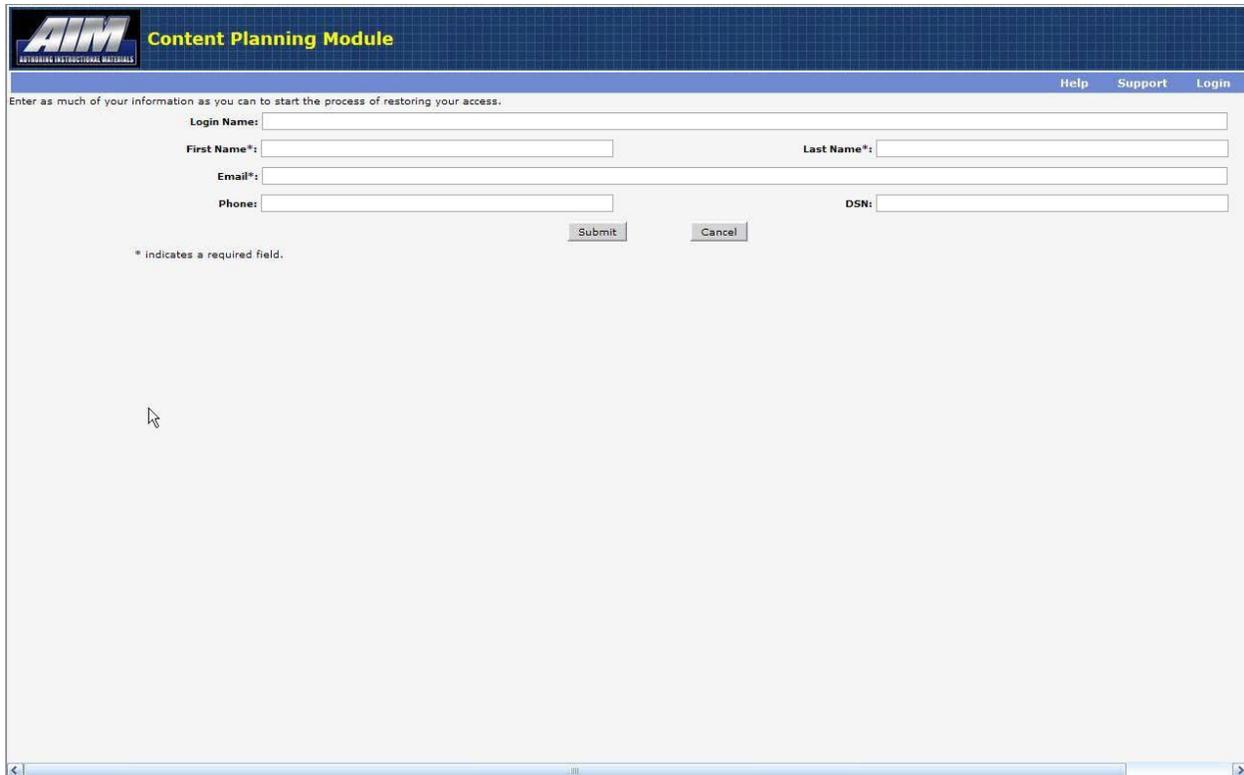
- None – CPM users assigned “None” will not be able to access these tabs.
- View – CPM users assigned “View” will only have view privileges for these tabs.
- Edit – CPM users assigned “Edit” will be able to add and modify data in Data, Skills, Projects, and Report tabs that they are assigned to as a team member and delete projects where they are assigned as the “Owner”
- Administrator - CPM users assigned “Administrator” will be able to add, modify, and delete data for all projects assigned to their Center.

Privileges for the Admin Tab

- System Administrator –have the ability to add, edit, delete any data cell in CPM. Should be reserved for the AIM/CPM Support Team both functional and technical experts.
- Center Administrator –access is intended for Center CPM Administrators for accepting/rejecting CPM User Accounts for their Center only and modifying roles for their personnel.
- None –access is for all CPM users that are not System/Center Administrators. This access allows them None, View, Editor, or Administrator privileges for the Data, Skills, Projects, Reports, and Admin Tab.

1.6 FORGOT YOUR PASSWORD?

If you forget your password just click on 'Forgot your password?' below the password field. Refer to *Figure 1-3*.



The screenshot shows the 'Content Planning Module' interface. At the top left is the AIM logo with the text 'NATIONAL INSTRUCTIONAL MATERIALS'. The title 'Content Planning Module' is in the top center. On the top right are links for 'Help', 'Support', and 'Login'. Below the header, a message reads: 'Enter as much of your information as you can to start the process of restoring your access.' The form contains several input fields: 'Login Name:', 'First Name*', 'Last Name*', 'Email*', 'Phone:', and 'DSN:'. The asterisk indicates a required field. There are 'Submit' and 'Cancel' buttons at the bottom of the form. A mouse cursor is visible over the 'Submit' button.

Figure 1-3. Forgot Password

Enter the required information in the *fields provided and click on Submit. An Administrator will Email you and provide you with a password.

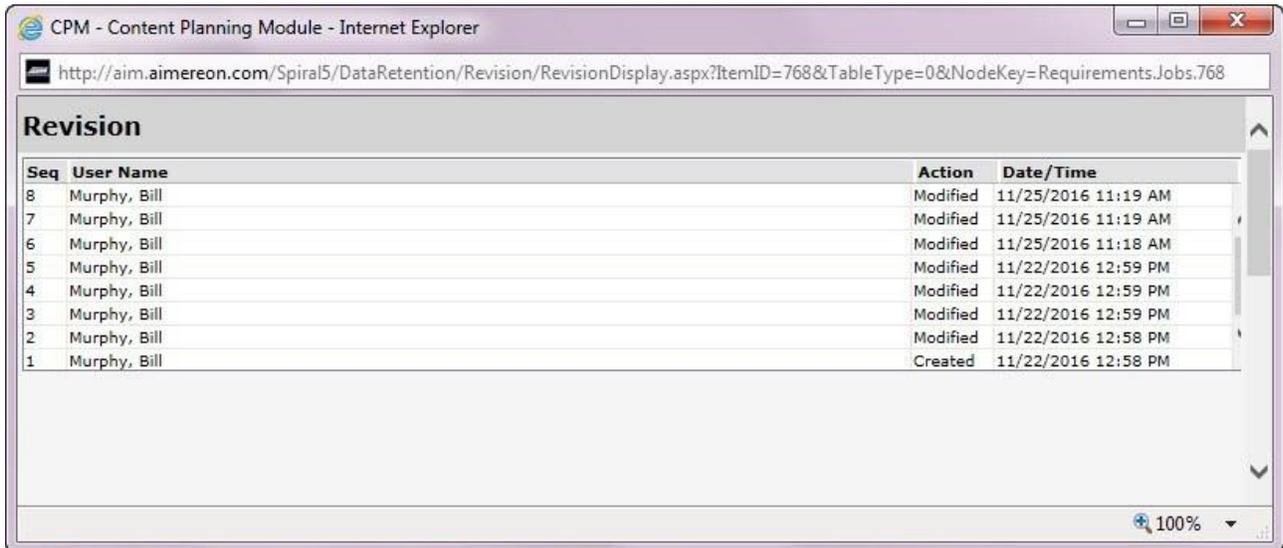
1.7 HISTORY (DATA RETENTION)

The History Icon  is used to view previous edits of selected data. To review the History of a giving data element, highlight the element and click the History Icon. This will display a list of modifications that have occurred since the element was created. The list is chronological from the bottom up, starting with the creation of the data element, see figure below.

The History list can be used to revert the data element to a previous iteration of the data by highlighting the desired iteration and clicking the Revert Icon  .

Data elements will only revert when the Element where they were created is reverted, for example reverting a Section will revert the information on the General tab for the Section but will not revert the Objective if one has been created.

Performance Requirements history can be reviewed using the History Icon, however they cannot be reverted.



The screenshot shows a web browser window titled "CPM - Content Planning Module - Internet Explorer". The address bar contains the URL: <http://aim.aimereon.com/Spiral5/DataRetention/Revision/RevisionDisplay.aspx?ItemID=768&TableType=0&NodeKey=Requirements.Jobs.768>. The main content area displays a table titled "Revision".

Seq	User Name	Action	Date/Time
8	Murphy, Bill	Modified	11/25/2016 11:19 AM
7	Murphy, Bill	Modified	11/25/2016 11:19 AM
6	Murphy, Bill	Modified	11/25/2016 11:18 AM
5	Murphy, Bill	Modified	11/22/2016 12:59 PM
4	Murphy, Bill	Modified	11/22/2016 12:59 PM
3	Murphy, Bill	Modified	11/22/2016 12:59 PM
2	Murphy, Bill	Modified	11/22/2016 12:58 PM
1	Murphy, Bill	Created	11/22/2016 12:58 PM

The browser's status bar at the bottom right shows a magnifying glass icon and "100%".

Figure 1-4. History List

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CHAPTER 2

HOME

2.0	HOME.....	2-1
2.1	MILESTONES.....	ERROR! BOOKMARK NOT DEFINED.
2.2	MESSAGES.....	2-3
2.3	ASSIGNMENTS.....	2-6
2.4	MY PROFILE.....	2-8
2.5	CHANGE PASSWORD.....	2-9

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2.0 HOME

When you login to the Content Planning Module (CPM) the Home tab and menu items are enabled. From the Main menu item you can view projects you are creating or are a team member, assignments, messages sent and received by other system users, events, and system announcements. The Project Title area is an active field and when a Project Title is selected CPM will open the Project tab and Show the Details of the project.

The Home menu items consist of:

- Milestones – Create/Edit/Delete milestones
- Messages – Create/Send, Print and Delete messages to/from registered CPM users
- Assignments – Create/Edit/Delete Assignments
- My Profile – Edit the Profile originally created when you registered for CPM
- Change Password – Change your password to another password

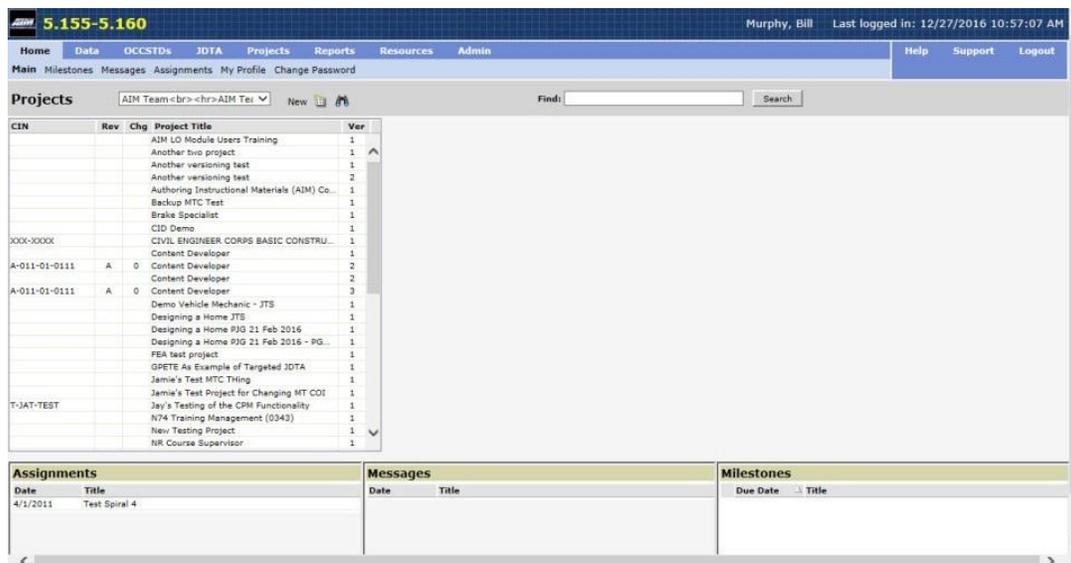


Figure 2-1 CPM Home

2.1 MILESTONES

The Milestones menu item is where you will create your events.

The Milestones menu items consist of:

-  New icon – Create a new event
-  Delete icon – Delete an Event from the list

The screenshot shows the CPM interface with the 'Milestones' form open. The form includes the following fields:

- Title*
- Location*
- Status*: None (dropdown)
- Start Date*: [calendar icon]
- Start Time*: 12:00 AM
- End Date*: [calendar icon]
- End Time*: 12:00 AM
- Note*

Buttons: Save, Cancel

* indicates a required field.

Figure 2-2 Milestones

To create a new event:

- Step 1 From the Content Planning Module window select the **Home** tab.
- Step 2 Click on the **Milestones** menu item.
- Step 3 Click on the **New** icon.
- Step 4 Enter the desired information in the following fields:
 - Title
 - Location
 - Start Date
 - Start Time
 - End Date
 - End Time
 - Note
- Step 5 When complete click on the **Save** button. The event will appear in the list in the left hand pane by Event Title, Start Date and End Date. Once an Event has been added to the database, highlighting the Event in the left pane permits you to edit it in the right hand pane. **Cancel** will close the New Event pane and the event will not be added to the list in the left hand pane.

To delete a milestone from the list:

- Step 1 From the Content Planning Module window select the **Home** tab.

- Step 2 Click on the **Milestones** menu item.
- Step 3 Click on the Milestone you want to delete in the list.
- Step 4 Click on the **Delete** icon.
- Step 5 Click on **OK** when asked for confirmation to delete the event or **Cancel** to return to the folder without deleting the event.

Milestones can be created from the Milestones submenu page but will not be assigned a Project, whereas Milestones developed in a Project will be assigned to that Project. Refer to Section 6.2.3.8 Milestones for more information regarding adding, editing, or deleting Milestones.

2.2 MESSAGES

Clicking on the Messages menu item opens your message center. There are two folders in Messages, Inbox and Sent Items. The default is Inbox when you access the Messages. Messages in your Inbox are displayed on the Home Page by date and subject. To select the Sent Items folder click on the down arrow and click on Sent Items. When either folder is open a list of messages received or sent will be displayed by who the message was from, subject and the date it was received in the left hand pane. When the message is highlighted in the left pane, the text of the message can be read in the right pane.

There are five icons associated with Messages:

-  New – Create a new message
-  Reply – Reply to a received message in your Inbox to the sender only.
-  Reply to All – Reply to a received message in your Inbox to all addressees.
-  Forward – Forward a highlighted message in you Inbox to other CPM users
-  Delete – Delete the highlighted message in your Inbox or Sent Items
-  Print– Print the highlighted message

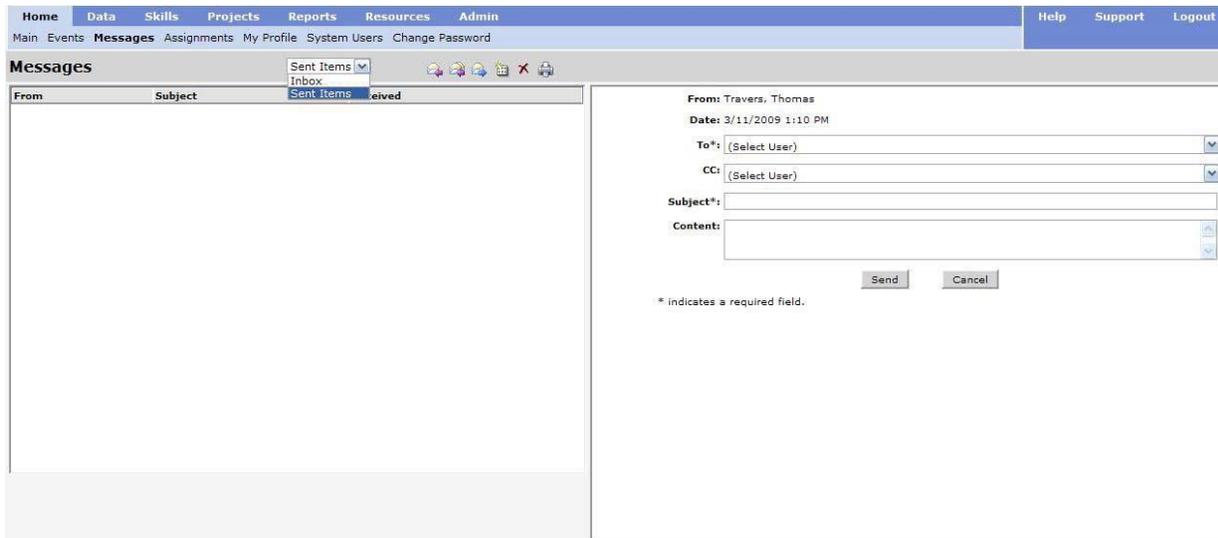


Figure 2-3 Messages

To create a new message:

- Step 1 From the Content Planning Module window select the **Home** tab to open the Homepage.
- Step 2 Click on the **Messages** menu item.
- Step 3 Click on the **New** icon.
- Step 4 Click the down arrow in the right hand pane “**To**” field and select the CPM user the message will be sent to from the list.
- Step 5 Click the down arrow in the right hand pane “**Cc**” field and select the CPM user the message will be copied to from the list if desired.
- Step 6 Type the subject of the message in the “**Subject**” field.
- Step 7 Type the content of the message in the **Content** field.
- Step 8 When the message is complete click on the **Send** button. The message will appear in the Sent Items folder. Cancel will close the New Message pane and the message will not be sent.

To reply to a received message in your Inbox:

- Step 1 From the Content Planning Module window select the **Home** tab to open the Homepage.
- Step 2 Click on the **Messages** menu item.
- Step 3 Click on the message you want to reply to in the Inbox.

-
- Step 4 Click on the **Reply** or the **Reply to All** icon.
 - Step 5 Click the down arrow in the right hand pane “**Cc**” field and select the CPM user the message will be copied to from the list if desired.
 - Step 6 Type the content of the message you want to add for the Reply in the Content field.
 - Step 7 When complete click on the **Send** button. The message will appear in the Sent Items folder. Cancel will close the Message pane and the message will not be sent.

To forward a message in you Inbox to other CPM users:

- Step 1 From the Content Planning Module window select the **Home** tab to open the Homepage.
- Step 2 Click on the **Messages** menu item.
- Step 3 Click on the message you want to forward in the Inbox.
- Step 4 Click on the **Forward** icon.
- Step 5 Click the down arrow in the right hand pane "**To**" field and select the CPM user the message will be forwarded to from the list.
- Step 6 Click the down arrow in the right hand pane "**Cc**" field and select the CPM user the message will be copied to from the list if desired.
- Step 7 Type additional content desired above the original message in the Content field.
- Step 8 When the Forward message is complete click on the **Send** button. The message will appear in the Sent Items folder. Cancel will close the Message pane and the message will not be sent.

To delete a message from your Inbox or Sent Items folder:

- Step 1 From the Content Planning Module window select the **Home** tab to open the Homepage.
- Step 2 Click on the **Messages** menu item.
- Step 3 Click on the message you want to delete in either the Inbox or Sent Items folder.
- Step 4 Click on the **Delete** icon.
- Step 5 Click on **OK** when asked for confirmation to delete the message or **Cancel** to return to the folder without deleting the message.

2.3 ASSIGNMENTS

The Assignments menu is where you will create your personal assignments.

The Assignments menu items consist of:

-  New icon – Create a new Assignment
-  Delete icon – Delete an Assignment from the list
-  Print– Print the highlighted message

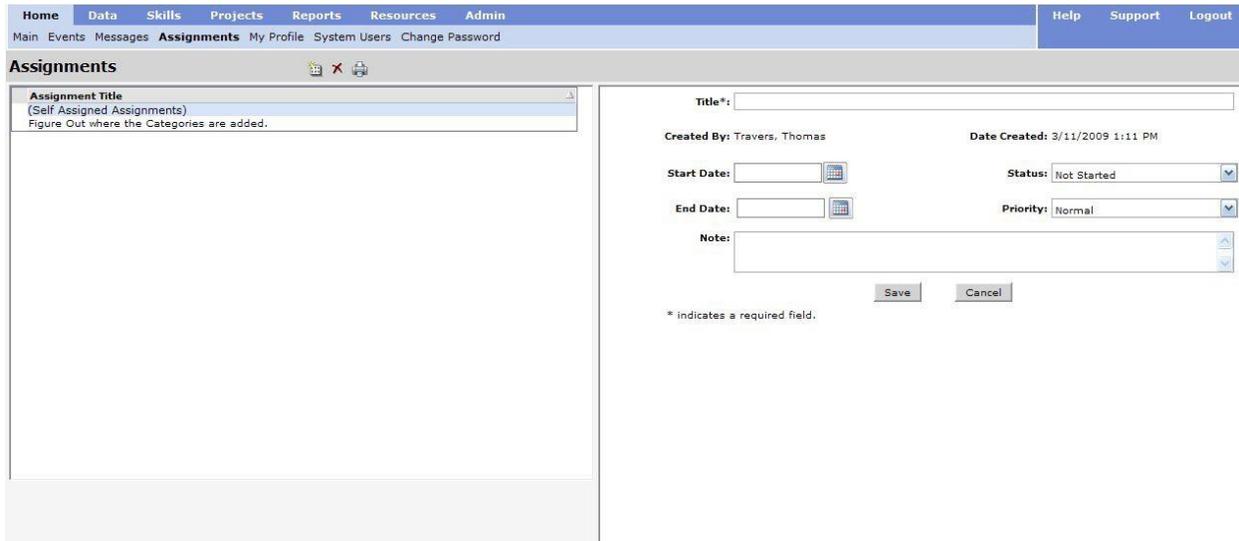


Figure 2-4 Assignment Status

To create a new Assignment:

- Step 1 From the Content Planning Module window select the **Home**.
- Step 2 Click on the **Assignments** menu item.
- Step 3 Click on the **New** icon.
- Step 4 Enter the desired information in the following fields:
 - Title
 - Start Date
 - Status
 - Not Started
 - In Progress
 - Completed
 - Waiting
 - Deferred
 - End Date
 - Priority
 - Low
 - Normal

- High
- Note

Step 5 When complete click on the **Save** button. The Assignment will appear in the list in the left hand pane by Title and on the Home Page by Start Date and Title. Once an Assignment has been added to the database, highlighting the Assignment in the left pane permits you to edit it in the right hand pane. **Cancel** will close the Task pane and the Assignment will not be added to the list in the left hand pane.

To delete an Assignment from the list

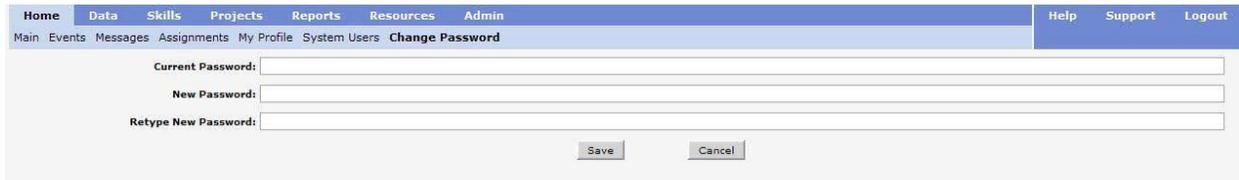
- Step 1 From the Content Planning Module window select the **Home** tab to open the Homepage.
- Step 2 Click on the **Assignments** menu item.
- Step 3 Click on the Assignment you want to delete in the list.
- Step 4 Click on the **Delete** icon.
- Step 5 Click on **OK** when asked for confirmation to delete the Assignment or **Cancel** to return to the folder without deleting the Assignment.

2.4 MY PROFILE

My Profile information is the same account information provided to the System Administrator to obtain a login and password for the CPM software. You can update your account information to keep it current. The System Administrator populates the Registration Date, Access, User ID and drop-down menu items.

2.5 CHANGE PASSWORD

The Change Password menu item provides a means to change your password in the database.



The screenshot shows a web application interface for changing a password. At the top, there is a navigation menu with tabs for Home, Data, Skills, Projects, Reports, Resources, and Admin. Below this, a secondary menu includes Main, Events, Messages, Assignments, My Profile, System Users, and Change Password (which is highlighted). On the right side of the top navigation, there are links for Help, Support, and Logout. The main content area contains three text input fields labeled 'Current Password:', 'New Password:', and 'Retype New Password:'. Below these fields are two buttons: 'Save' and 'Cancel'.

Figure 2-5. Change Password

Fill in the required fields and click on the save button to change your password. The following rules apply to password creation:

1. At least 15 characters long.
2. Contains a mix of upper case and lower case letters, numbers, and special characters (at least one of each).
3. Users must not use personal information, such as names, phone numbers, account names, or dictionary words.
4. Must be changed every 60 days.
5. Cannot reuse any of the previous 10 passwords.
6. Cannot change password more than once a day.

Accounts will be automatically disabled after three unsuccessful login attempts and an email will be sent to the user and the System Administrator.

The user email will contain information on how to re-activate their account.

Accounts not accessed within 35 days will be automatically disabled.

Accounts using CAC Authentication will not have the ability to change passwords.

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CHAPTER 3

DATA

3.0	DATA.....	3-1
3.1	CENTER FILTERING	3-3

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3.0 DATA

The Data tab provides an area where the Administrator can add and edit specific data in the database.

When approved, this data is made available for use in other CPM tabs such as JDTA and Projects.

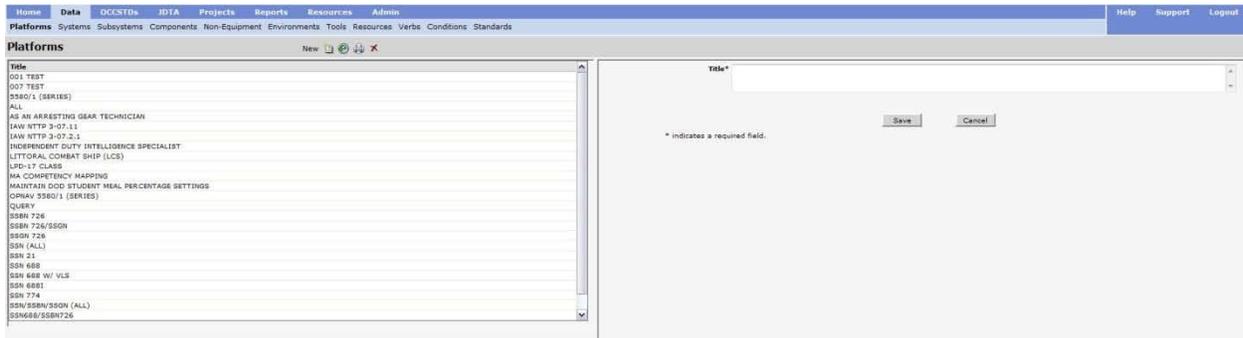


Figure 3-1 Data Platforms

The data provided by EDE consist of:

- Platforms
- Systems
- Subsystem
- Components
- Non-Equipment
- Environments
- Tools
- Resources

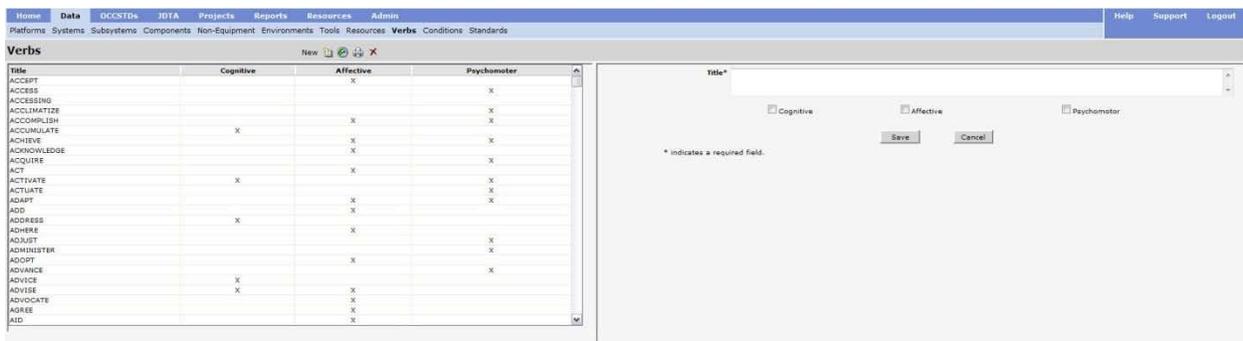


Figure 3-2 Data Verbs

The data provided by the Integrated Learning Environment (ILE) specifications for development of learning objectives consists of:

- Verbs
- Conditions
- Standards

Conditions and Standards can be added by the Center Administrators. Additions or deletions to the verb list is controlled by NETC N74. If an item is used in a Curriculum Outline of Instruction it cannot be edited or deleted.

The verbs cover the cognitive, affective and psychomotor domains.

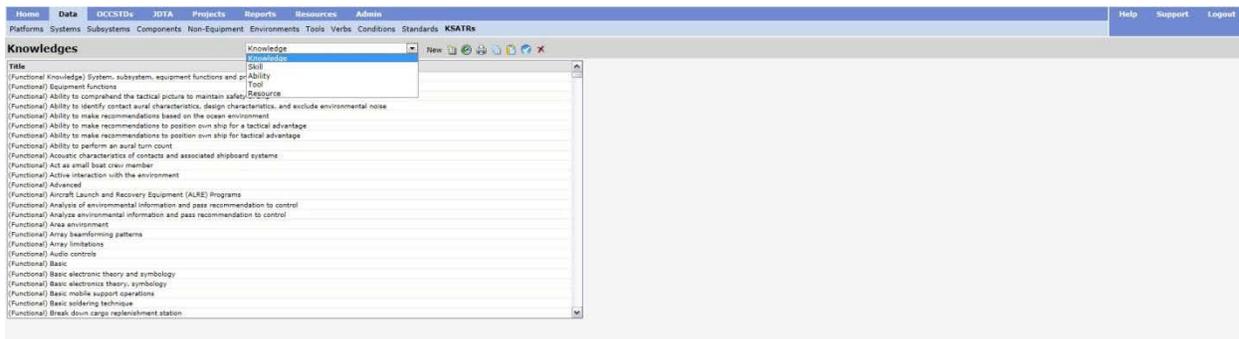


Figure 3.3 KSATRs

Knowledge, Skill, Ability, Tool, and Resource (KSATR) items can be added to the Data tab by performing the following steps:

1. Select the KSATR submenu item from the Data tab.
2. Select the appropriate data item (Knowledge, Skill, Ability, Tool, or Resource) from the drop-down menu, *see figure 3.3*.
3. Select the New Icon from the Menu bar, *see Figure 3.4 below*.

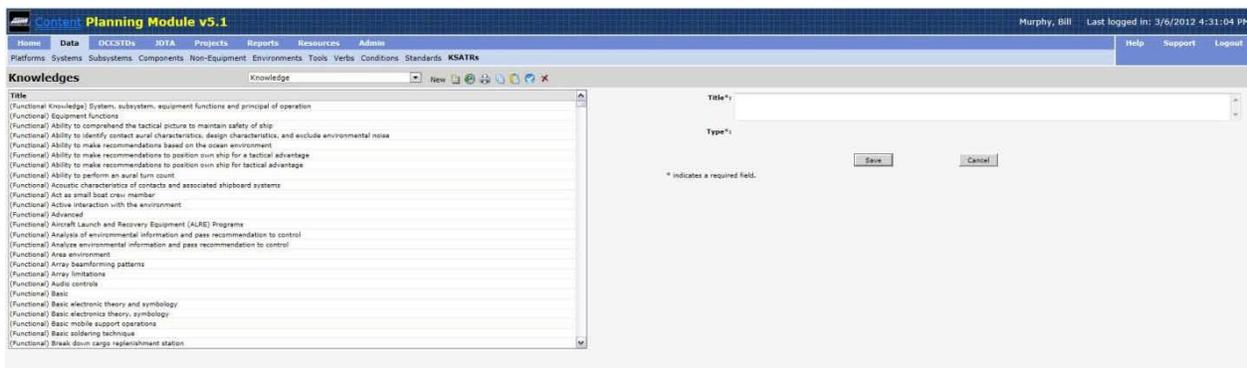


Figure 3.4

4. Add the appropriate Text in the Title box, Type will be added based on the selection from the drop-down menu in Step 2.
5. Click the Save button.

To edit an existing KSATR perform the following steps:

1. Select the KSATR submenu item from the Data tab.
2. Select the appropriate data item (Knowledge, Skill, Ability, Tool, or Resource) from the drop-down menu, *see figure 3.3*.
3. Highlight the desired KSATR.
4. Click the Edit button in the right side pane.
5. Make the desired changes.
6. Click the Save button.

Additionally, Related Materials can be added to the Resource by following these steps:

1. Select the KSATR submenu item from the Data tab.
2. Select Resource from the drop-down menu, *see figure 3.3*.
3. Highlight the desired Resource.
4. Click the Select Icon .
5. Enter desired Related Materials.
6. Click the Save button.

3.1 CENTER FILTERING

Centers have the capability to filter any of the DATA sub-menu tabs to include only those items that pertain to the specific center. To filter on any of the sub-menu tabs complete the following steps:

1. Select the desired DATA tab sub-menu tab (Platform, System, Subsystem, Components, Non-Equipment, Environments, Tools, Resources, Verbs, Conditions, Standards, or KSATRs).
2. Click the Select icon (the blue circle with the white check mark).
3. Click the Edit button.
4. Select the desired items by clicking on the checkbox in the right-hand column.
5. There is also a Search feature above the list of items that can be used to search for specific items.
6. Once all items have been selected, click the Save button.

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CHAPTER 4

OCCSTDS (Occupational Standards)

4.0	OCCSTD.....	4-1
4.1	OCCSTDS RATING VIEWS.....	ERROR! BOOKMARK NOT DEFINED.
4.2	NAVY TASK CLASSIFICATION	ERROR! BOOKMARK NOT DEFINED.
4.3	REPORTS.....	ERROR! BOOKMARK NOT DEFINED.

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4.0 OCCSTD

The OCCSTDs tab displays the Occupational Standards and Naval Standards developed by NAVMAC. These standards occupationally define the work performed by enlisted personnel. NAVSTDs together with OCCSTDs form the basis for the Job, Duty, Task Analysis (JDTA) skills developed on the JDTA tab.

- OCCSTDs (Occupational Standards) – Statements that describe the Navy's minimum requirement/skills of a Navy enlisted rating as established by the rating's primary (resource/warfare) sponsor. OCCSTDs state what enlisted personnel must do in their rate or rating and are minimum essential tasks and general responsibility levels.
- NAVSTD (Naval Standards) – Standards that generally express the non-rating specific skill and knowledge requirements for enlisted personnel in paygrades E-1 through E-9 (e.g., all E-6 personnel must know how to write enlisted performance evaluations). NAVSTD are stated in the form of skill or knowledge statements.

The OCCSTDs tab has four main sections: By Learning Center, All Ratings, By Navy Task Classification, and Reports. The By Learning Center and All Ratings display OCCSTDs. The By Navy Classification section displays the OCCSTDs tasks in the Department of Labor O*NET classification structure. The Reports section allows you to create and run reports to output the OCCSTDs tasks.

NOTE: Unless otherwise noted, the term Rating will be used to refer to Ratings, Service Ratings, Naval Standards (NAVSTDs), or Apprentice OCCSTDs

4.1 OCCSTDs RATING VIEWS

The left pane of the OCCSTDs **By Learning Center** screen contains a tree structure consisting of Centers. Each Center can be expanded to show the list of Ratings belonging to that Center as seen in Figure 4- 1 below. You can choose to see the **Latest** version of the OCCSTDs, or **All** versions of the OCCSTDs, using the drop-down menu on the screen.

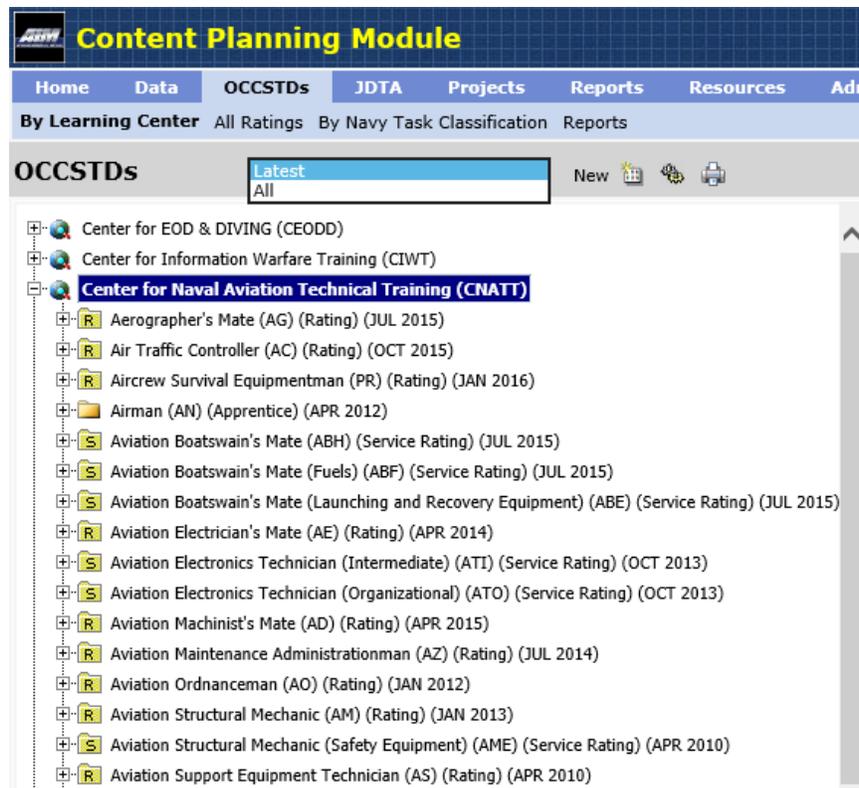


Figure 4- 1 OCCSTD By Learning Center

The left pane of the OCCSTDs **All Ratings** screen lists all Ratings in alphabetical order as seen in Figure 4-2 below. OCCSTDs tasks can be viewed in three different ways.

- Expanding the **Tasks (Core Only)** folder will list all task, grouped by paygrade and then listed alphabetically.
- Expanding the **Functional Areas** folder will list all functional areas for the Rating. Expanding a Functional Area will then list all tasks for the functional area, grouped by paygrade and then alphabetically.
- Expanding the **Jobs** folder will list all jobs for the Rating. Expanding a Job will then list all Functional Areas for that job, and then expanding a Functional Area will then list all tasks for the functional area, grouped by paygrade and then alphabetically..

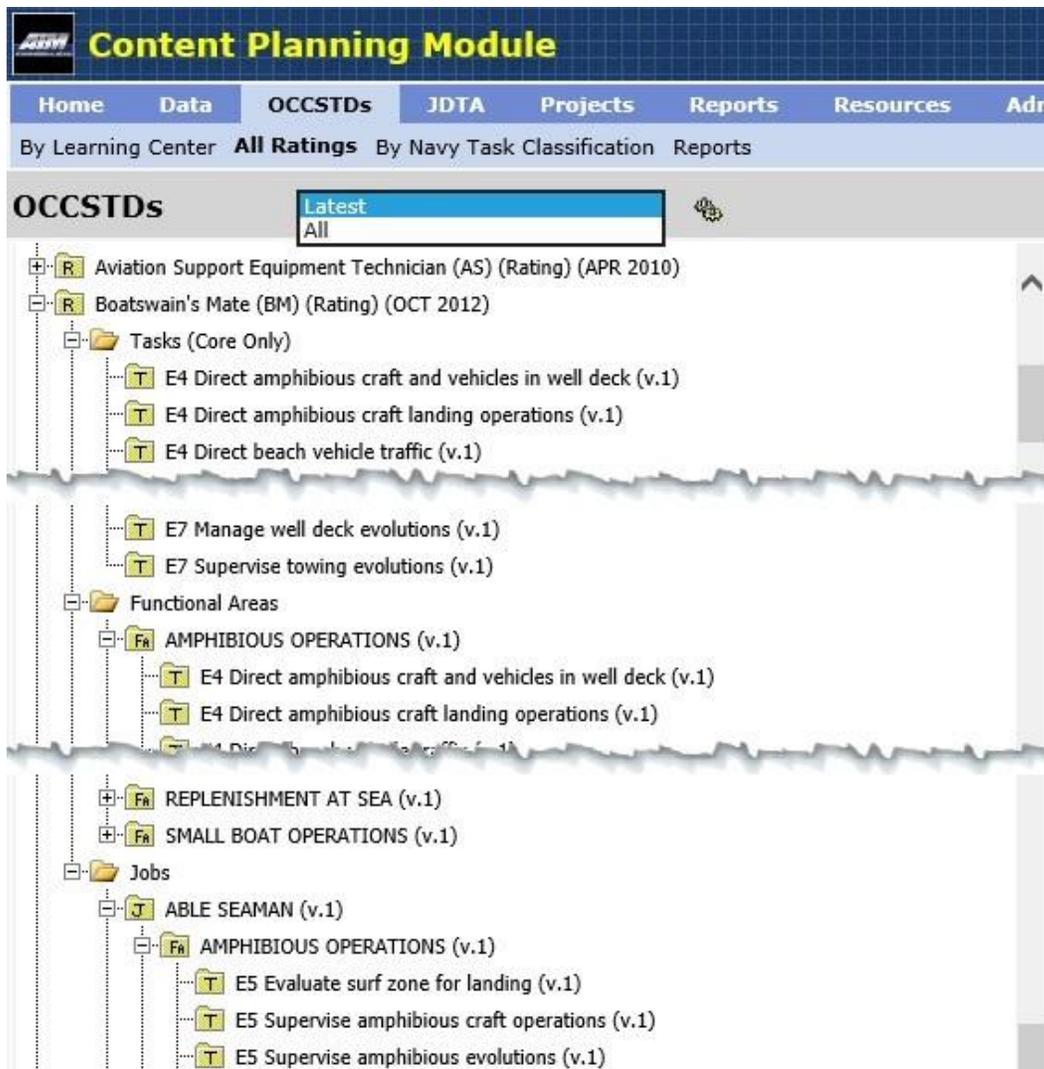


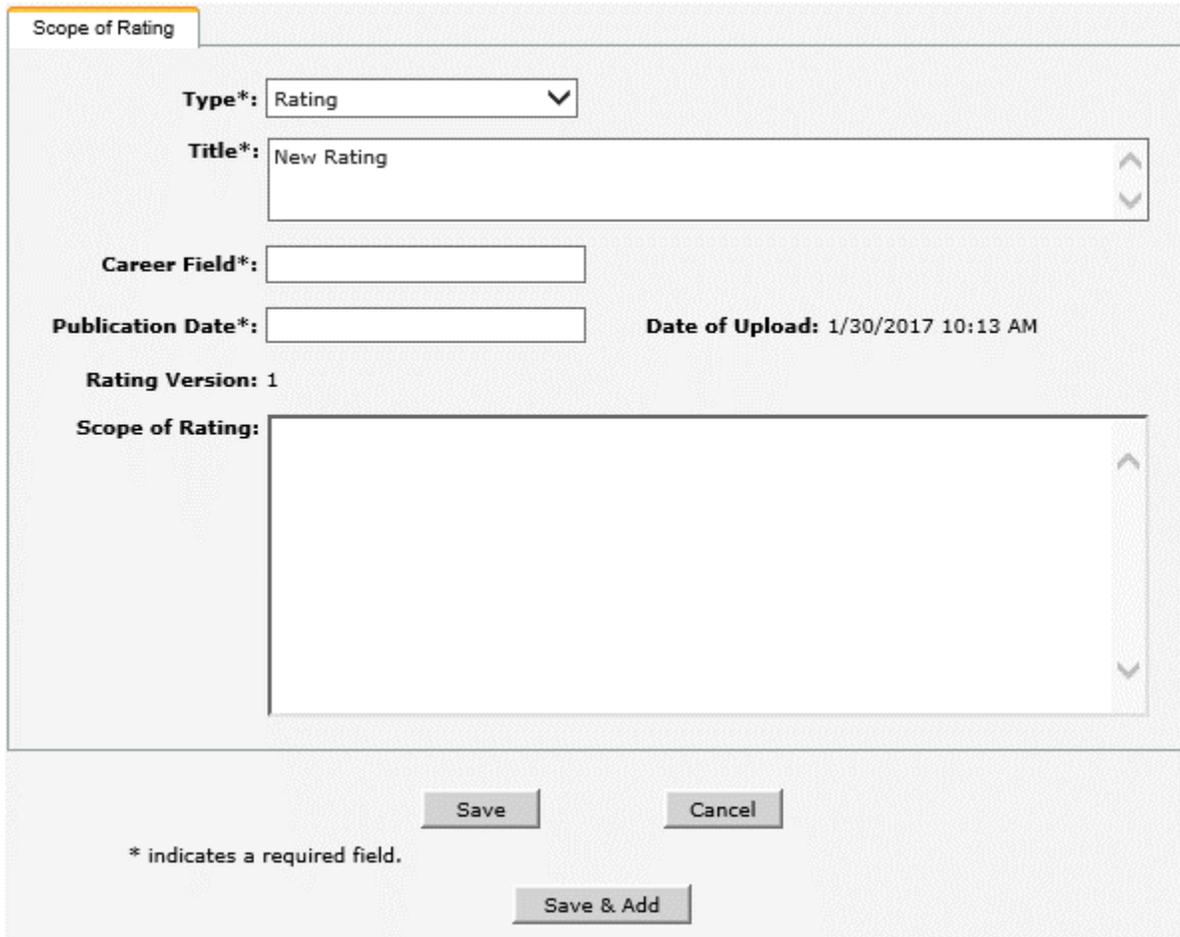
Figure 4- 2 OCCSTDs All Ratings

4.1.1 Creating a New Rating

A new Rating can only be created on the By Learning Center screen. To create a new Rating:

- Step 1. Click on the Learning Center that the Rating belongs to.
- Step 2. Click on the  New icon.
- Step 3. Select the Type of Rating from the **Type** drop-down.
- Step 4. Enter the **Title** of the new Rating.
- Step 5. Enter the **Career Field**.

- Step 6. Enter the **Publication Date** of the Rating.
- Step 7. Enter the **Scope of Rating** text.
- Step 8. Click the **Save** button to save the new Rating, or click the **Save & Add** button to add another Rating and save the new Rating.



Scope of Rating

Type*: Rating

Title*: New Rating

Career Field*:

Publication Date*:

Date of Upload: 1/30/2017 10:13 AM

Rating Version: 1

Scope of Rating:

Save Cancel

* indicates a required field.

Save & Add

Figure 4- 3 New Rating Input Screen

To Delete a Rating

Click on the Rating to delete, and click the  Delete icon. CPM will not allow you to delete a Rating that has been selected as the basis of a JDTA skill.

To Edit a Rating

Click on the Rating to edit, and click the **Edit** button. Make the desired changes, then click the **Save** button.

To Print a List of All Ratings

On the By Learning Center screen, click on the  Print icon. CPM will create a PDF file that lists all the Ratings available under each Learning Center

4.1.2 Importing Rating Information

- Step 1. Click on the Rating.
- Step 2. Click on the  Import icon.
- Step 3. Click the **Browse...** button to select the 'frmEditSelectPayPlanCat.xlsx' or 'frmEditSelectPayPlanCat.csv' file.
- Step 4. Click the **Browse** button to select the Task File for the Rating/Service Rating.
- Step 5. Click the **Upload** button.
- Step 6. Click the **OK** button to close the “OCCSTDs file imported successfully!” message.

To Create a New Version of a Rating

Click on the Rating to update, then follow the steps above on **Importing Rating Information (4.1.2)**. A new version of the Rating is created once the import is complete. You may wish to update the **Scope of Rating** and the **Publication Date** to the latest information for that Rating.

4.1.3 Exporting OCCSTDs Information

OCCSTDs data can be exported from the By Learning Center, All Ratings, and By Navy Task Classification screens in a Microsoft Excel.xlsx format.

- Step 1. Click on the  Export icon.
- Step 2. Make the desired selections on what to export on the Criteria tab.
 - **Report Type** drop-down
 - Select **OCCSTD** to export OCCSTDs as they are shown in the By Learning Center or All Ratings screens
 - Select **NTC** to export OCCSTDs as they are shown on the By Navy Task Classification screen.
 - Type drop-down options depend on the Report Type selection
 - **OCCSTD Report Type**

- **Latest-OCCSTDs** will export the latest version of the OCCSTDs tasks
- **All-OCCSTDs** will export all versions of the OCCSTDs tasks
- **NTC Codes Not Assigned** will export all OCCSTDs tasks that do not have Navy Task Classification codes assigned to them
- **NTC Report Type**
 - **Used-NTC** will export the Navy Task Classification codes that have been assigned to OCCSTDs tasks
 - **All-NTC** will export all Navy Task Classification codes
- **Flagged Tasks Only** checkbox, when checked the export will only include the OCCSTDs tasks that are new in the latest version of a Rating. Note: Version 1 tasks do not get flagged.
- Click on the blue text to select what to export. The fields will prefill depending on what is selected in the tree structure, that selection can be changed as desired. A selection does not have to be made in any of these fields. Any selection made does not limit the selection in any of the other fields. For example, selecting a Rating does not limit the options under the Functional Area or Job fields.
 - Rating
 - Paygrade
 - Functional Area
 - Job
 - Major (from Navy Task Classification)
 - Minor (from Navy Task Classification)
 - Group (from Navy Task Classification)

NOTE: CPM will create an export of all OCCSTDs data that matches the selected criteria

The screenshot shows the 'Options' tab in the 'Criteria' section. The 'Report Type*' dropdown is set to 'OCCSTD' and the 'Type*' dropdown is set to 'Latest-OCCSTDs'. A red box highlights these two dropdowns. Below them, the 'Rating:' field is empty. A red 'OR' label points to the 'Report Type*' dropdown, which is set to 'NTC' and the 'Type*' dropdown is set to 'Used-NTC'. Another red box highlights these two dropdowns. Below these are fields for 'Paygrade:', 'Functional Area:', 'Job:', 'Major:', 'Minor:', and 'Group:', all of which are empty. At the bottom are buttons for 'Run Report', 'Save a Copy As...', and 'Cancel'.

Figure 4-4 Export Criteria

- Step 3. Click on the **Options** tab to select how the OCCSTDs information will be exported.
- **Order By** drop-down options depend on the Report Type selection on the Criteria tab.
 - **OCCSTD Report Type**
 - **Job** – data will be grouped by Job (i.e. as seen in the **All Ratings** screen), with the Functional Areas listed alphabetically within each Job, and tasks will be ordered by paygrade then alphabetically within each Functional Area.
 - **Functional Area** – data will be grouped by Functional Area (i.e. as seen in the **All Ratings** screen), with tasks ordered by paygrade then alphabetically within each Functional Area.
 - **Task**– data will not be grouped, instead it will list all tasks that match the export criteria, ordered by paygrade then alphabetically.

- **NTC Report Type** –data will be grouped by task classification (i.e. as seen in the **By Task Classification** screen)
 - **One Rating per Sheet** checkbox, when multiple Ratings are exported at one time, checking this checkbox will export each Rating to a separate Worksheet in the MS Excel output and the tab for each Worksheet will show the Career Field and Publication Date of the Rating.
 - **Include Job Information** checkbox, when checked, this adds an additional Worksheet to the MS Excel output that will list the data on the job information screen under the Job and DOD/O*NET tabs for all jobs that are found by the Criteria. So, if a Rating is selected as a criterion, then the Job Worksheet will list the job information for all the jobs that make up the rating.
- Step 4. Select which columns will be exported by selecting/unselecting the appropriate checkbox.
- Step 5. Click on the  **Resequence** button to reorder the columns as desired.
- Step 6. Click on the **Run Report** button to create the export file. Once the export is complete, the Export Criteria/Options screen will show with the export settings used, so you can make changes and click Run Report again to fine-tune the output.
- Step 7. Click on the **Save a Copy As...** button to save the export settings as a report (see 4.3 for more detail on reports). A new window will open.
- **Title** – enter the name for the report.
 - **Center** – this defaults to your center. If you have access to multiple centers, select the applicable center for the report.
 - **Owner** – this defaults to the current user name.
 - **Public** checkbox, when the checkbox is checked, the report will be listed under the selected Center for anyone to run.
 - Click on the **Save** button to save the report. Click on the **OK** button to close the message that the report saved successfully.

Criteria Options

Order By*: Job Functional Area Task

One Rating per Sheet Include Job Information

Check/uncheck boxes to select/unselect output options

<input checked="" type="checkbox"/> Column	Source
<input checked="" type="checkbox"/> Title	Rating
<input checked="" type="checkbox"/> Career Field	Rating
<input checked="" type="checkbox"/> Date of Upload	Rating
<input checked="" type="checkbox"/> Rating Version	Rating
<input checked="" type="checkbox"/> Publication Date	Rating
<input checked="" type="checkbox"/> Job Family	Job
<input checked="" type="checkbox"/> Job Code	Job
<input checked="" type="checkbox"/> Job Version	Job
<input checked="" type="checkbox"/> Job Title	Job
<input checked="" type="checkbox"/> Functional Area	Functional Area
<input checked="" type="checkbox"/> Functional Area Code	Functional Area
<input checked="" type="checkbox"/> Functional Area Version	Functional Area

Run Report Save a Copy As... Cancel

Figure 4- 5 Export Options

4.2 NAVY TASK CLASSIFICATIONS

The Navy Task Classification (NTC) classifies OCCSTDs tasks within a standard taxonomy that uses Major, Minor, and Functional Group Codes based on the U.S. Department of Labor Standard Occupational Classification system. The NTC Code is composed of a Major Group Code, a Minor Group Code, and a Functional Group Code.

The left pane of the OCCSTDs **By Navy Task Classification** screen contains a tree structure consisting of Major Codes. Expanding a Major Group displays the Minor Groups that belong to the Major Group, and expanding a Minor Group displays the Functional Groups that belong to the Minor Group. Expanding a Functional Group displays all the OCCSTDs tasks assigned to that NTC Code. Tasks are ordered by paygrade then alphabetically, with the Career Field appended to each task, as seen in Figure 4-6 below.

You can choose to see Navy Task Classification (NTC) Codes that are **Used** by OCCSTDs tasks, or **All** NTC Codes, or view those Ratings that have **NTC Codes Not Assigned** yet using the drop-down menu on the screen.

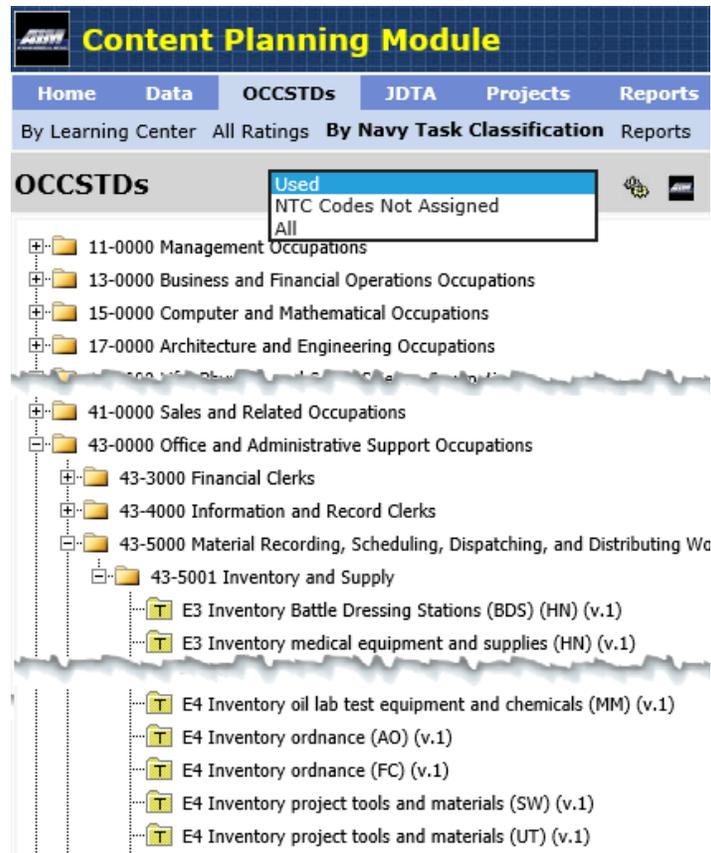


Figure 4-6 OCCSTDs By Learning Center

4.2.1 Importing NTC Information

- Step 1. Click on the  Import icon.
- Step 2. Click the **Browse...** button to select the NTC Code MS Excel file, which must be in .xlsx format.
- Step 3. Click the **Upload** button.
- Step 4. Click the **OK** button to close the “NTC file imported successfully!” message.

4.2.2 Exporting OCCSTDs Tasks with No NTC Codes

- Step 1. On the By Navy Task Classification screen, select **NTC Codes Not Assigned** to view the Ratings to export.
- Step 2. Click on the  Export icon
- Step 3. Select **OCCSTD** from the **Report Type** drop-down.
- Step 4. Select **NTC Codes Not Assigned** from the **Type** drop-down.

- Step 5. If desired, click on **Rating** to limit the number of Ratings in the export to the ones displayed on the screen.
- Step 6. Click on the **Options** tab to select how the OCCSTDs information will be exported.
- Step 7. Select which **Order By** option is desired from the drop-down.
- **Job** – data will be grouped by Job (i.e. as seen in the **All Ratings** screen), with the Functional Areas listed alphabetically within each Job, and tasks will be ordered by paygrade then alphabetically within each Functional Area.
 - **Functional Area** – data will be grouped by Functional Area (i.e. as seen in the **All Ratings** screen), with tasks ordered by paygrade then alphabetically within each Functional Area.
 - **Task**– data will not be grouped, instead it will list all tasks that match the export criteria, ordered by paygrade then alphabetically.
- Step 8. If desired, check the **One Rating per Sheet** checkbox, when exporting multiple Ratings are at one time.
- Step 9. Click on the **Run Report** button to create the export file.
- Step 10. Click on the **Save a Copy As...** button to save the export settings as a report (see 4.3 for more detail on reports). A new window will open.
- **Title** – enter the name for the report.
 - **Center** – this defaults to your center. If you have access to multiple centers, select the applicable center for the report.
 - **Owner** – this defaults to the current user name.
 - **Public** checkbox, when the checkbox is checked, the report will be listed under the selected Center for anyone to run.
 - Click on the **Save** button to save the report. Click on the **OK** button to close the message that the Standards Report saved.

4.3 REPORTS

Reports save export criteria and settings. This means you can set up the export settings and save those, without setting any export criteria. Then, when you need to export OCCSTDs information, you choose the criteria for that particular export, knowing that the settings will create an MS Excel spreadsheet with just the information that you need.

The left pane of the OCCSTDs **Reports** screen lists the reports that are available. You can

choose to see all Reports that are **Public**, those that you created or made a Favorite under **My Reports**, or Public Reports by Center, using the drop-down menu on the screen, as seen in Figure 4-7 below.

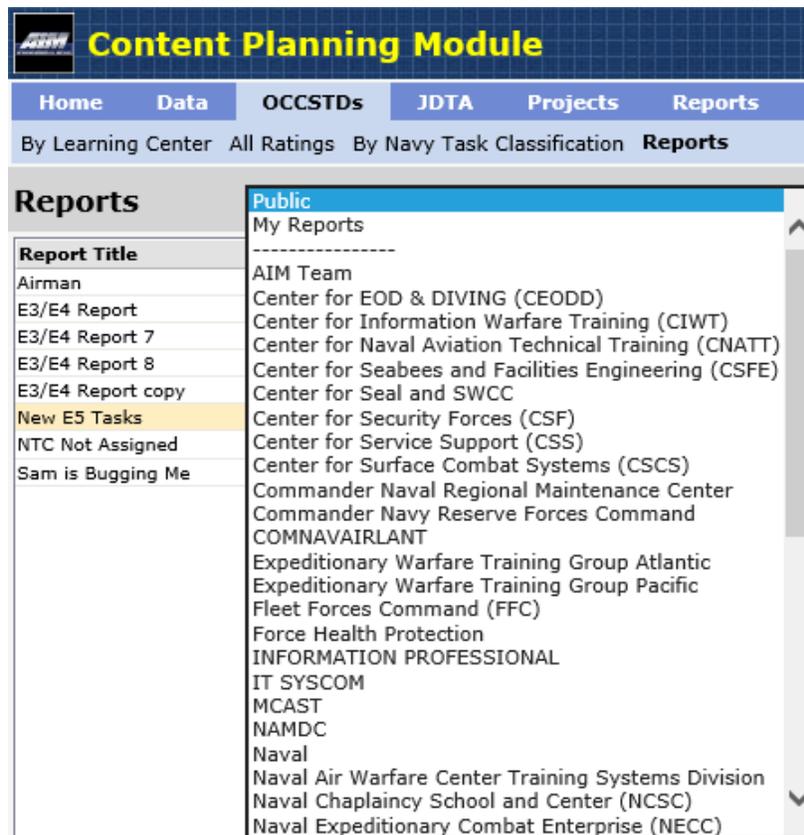


Figure 4-7 Reports Menu

When you have created a report/export settings that other users at your command also want to run, then you can check the Public box. A Public report can be run by anyone, and users can make changes to the criteria or options when they run the report. Users can save a copy of the Public report/export settings that they modified for their needs. Only the owner of the report or the center's CPM manager can make and save changes to a Public report/export settings. Users can mark Public reports as Favorites for easy access under the My Reports view.

4.3.1 Creating a New Report

- Step 1. Select **My Reports** from the drop-down on the Reports screen.
- Step 2. Click on the  New icon.
- Step 3. Enter the **Report Title**.

- Step 4. If you belong to more than one center, select the **Center*** this report belongs to from the drop-down list.
- Step 5. Check the **Public** checkbox, if other user should be able to run the report.
- Step 6. If you are a CPM Manager, select the **Owner** of the report from the drop-down list.

Main Criteria Options

Report Title*: New E5 Tasks

Center*: AIM Team Public

Owner*: Bartholomev, Yvette

Run Report Save a Copy As...

Save Cancel

* indicates a required field.

Figure 4-8 Reports Main Tab

- Step 7. Click on the **Criteria** tab to make the selections on what to export.
- **Report Type** drop-down
 - Select **OCCSTD** to export OCCSTDs as they are shown in the By Learning Center or All Ratings screens
 - Select **NTC** to export OCCSTDs as they are shown on the By Navy Task Classification screen.
 - Type drop-down options depend on the Report Type selection
 - **OCCSTD Report Type**
 - **Latest-OCCSTDs** will export the latest version of the OCCSTDs tasks
 - **All-OCCSTDs will export all versions of the OCCSTDs tasks**
 - **NTC Codes Not Assigned** will export all OCCSTDs tasks that do not have Navy Task Classification codes assigned to them
 - **NTC Report Type**

- **Used-NTC** will export the Navy Task Classification codes that have been assigned to OCCSTDs tasks
- **All-NTC** will export all Navy Task Classification codes
- **Flagged Tasks Only** checkbox, when checked the export will only include the OCCSTDs tasks that are new in the latest version of a Rating. Note: Version 1 tasks do not get flagged.
- Click on the blue text to select what to export. The fields will prefill depending on what is selected in the tree structure, that selection can be changed as desired. A selection does not have to be made in any of these fields. Any selection made does not limit the selection in any of the other fields. For example, selecting a Rating does not limit the options under the Functional Area or Job fields.
 - Rating
 - Paygrade
 - Functional Area
 - Job
 - Major (from Navy Task Classification) ○ Minor (from Navy Task Classification) ○ Group (from Navy Task Classification)

NOTE: CPM will create an export of all OCCSTDs data that matches the selected criteria.

Main Criteria Options
 Report Type*: OCCSTD Type*: Latest-OCCSTDs
 All-OCCSTDs
 NTC Codes Not Assigned Flagged Tasks Only
 OR
 Rating: Report Type*: NTC Type*: Used-NTC
 All-NTC
 Paygrade:
 Functional Area:
 Job:
 Major:
 Minor:
 Group:
 Run Report Save a Copy As...
 Save Cancel
 * indicates a required field.

Figure 4-9 Report Criteria Tab

- Step 8. Click on the **Options** tab to select how the OCCSTDs information will be exported.
- **Order By** drop-down options depend on the Report Type selection on the Criteria tab.
 - **OCCSTD Report Type**
 - **Job** – data will be grouped by Job (i.e. as seen in the **All Ratings** screen), with the Functional Areas listed alphabetically within each Job, and tasks will be ordered by paygrade then alphabetically within each Functional Area.
 - **Functional Area** – data will be grouped by Functional Area (i.e. as seen in the **All Ratings** screen), with tasks ordered by paygrade then alphabetically within each Functional Area.

- **Task**– data will not be grouped, instead it will list all tasks that match the export criteria, ordered by paygrade then alphabetically.
 - **NTC Report Type** –data will be grouped by task classification (i.e. as seen in the **By Task Classification** screen)
 - **One Rating per Sheet** checkbox, when multiple Ratings are exported at one time, checking this checkbox will export each Rating to a separate Worksheet in the MS Excel output and the tab for each Worksheet will show the Career Field and Publication Date of the Rating.
 - **Include Job Information** checkbox, when checked, this adds an additional Worksheet to the MS Excel output that will list the data on the job information screen under the Job and DOD/O*NET tabs for all jobs that are found by the Criteria. So, if a Rating is selected as a criterion, then the Job Worksheet will list the job information for all the jobs that make up the rating.
- Step 9. Select which columns will be exported by selecting/unselecting the appropriate checkbox.
- Step 10. Click on the  **Resequence** button to reorder the columns as desired.
- Step 11. Click on the **Run Report** button to create the export file. Once the export is complete, the Export Criteria/Options screen will show with the export settings used, so you can make changes and click Run Report again to fine-tune the output.
- Step 12. Click on the **Save a Copy As...** button to save the export settings as a report (see 4.3 for more detail on reports). A new window will open.
- **Title** – enter the name for the report.
 - **Center** – this defaults to your center. If you have access to multiple centers, select the applicable center for the report.
 - **Owner** – this defaults to the current user name.
 - **Public** checkbox, when the checkbox is checked, the report will be listed under the selected Center for anyone to run.
 - Click on the **Save** button to save the report. Click on the **OK** button to close the message that the report saved successfully.

Order By*: **Job** One Rating per Sheet Include Job Information

Check/uncheck boxes to select/unselect output options

<input checked="" type="checkbox"/> Column	Source
<input checked="" type="checkbox"/> Title	Rating
<input checked="" type="checkbox"/> Career Field	Rating
<input checked="" type="checkbox"/> Date of Upload	Rating
<input checked="" type="checkbox"/> Rating Version	Rating
<input checked="" type="checkbox"/> Publication Date	Rating
<input checked="" type="checkbox"/> Job Family	Job
<input checked="" type="checkbox"/> Job Code	Job
<input checked="" type="checkbox"/> Job Version	Job
<input checked="" type="checkbox"/> Job Title	Job
<input checked="" type="checkbox"/> Functional Area	Functional Area
<input checked="" type="checkbox"/> Functional Area Code	Functional Area
<input checked="" type="checkbox"/> Functional Area Version	Functional Area

Run Report Save a Copy As... Save Cancel

* indicates a required field.

Figure 4-10 Report Option Tab

To Delete a Report

Select the report to delete, and click the  Delete icon. Click on the OK button to delete the report.

To Run a Report – Without Making Changes

Select the report to run, then click on the  Export icon. This will create a spreadsheet based on the criteria and options set for that report.

To Run a Report – With Changes

If you want to make changes prior to running the report (e.g. selecting a specific Rating to export), select the report, then click on the **Edit** button. This allows you to make changes and run the report, without saving the report. If you want to save the changes you made to a Public report, click on the **Save a Copy As** button to save the Report under My Reports.

To View the History of a Report

Select the report, then click on the  History icon. This lists the history of the report.

4.3.2 Working with Favorite Reports

You can mark a Public report as a Favorite. Marking a report as a Favorite places it in your list of reports when you select the My Reports view.

To Add a Report to Your Favorites/My Reports

Select any public report, then click on the  Favorite icon. The report is now available on the My Reports view. Any favorite report title will be Bold to help you distinguish between your reports and your favorite reports.

To Remove a Report from Your Favorites/My Reports

Select the favorite report, then click on the  Delete icon. This will remove the report from your My Reports view.

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CHAPTER 5

JDTA

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5.0 JDTA

The purpose of the Naval Education and Training Command's (NETC) Job Duty Task Analysis (JDTA) process is to establish a repeatable and defensible job analysis process to support content development or revision in order to satisfy fleet training requirements.

At a minimum, the JDTA Process is designed to achieve the following goals:

- Provide a standard process for capturing all pertinent data to describe work performed in the fleet.
- Decompose and structure work.
- Apply appropriate attributes to the work, at the task level, to more comprehensively describe the work.

NOTE:

Before using the JDTA tab, be sure to read the NETC policy (NAVEDTRA 137) for conducting JDTA.

The JDTA tab contains the validated and approved data from the EDE. You can view your Center's data to plan the content of your project.

The JDTA items are identified by:

- Center - A center is a major training command, such as the Center for Information Dominance.
- Occupation - An occupation is a family of jobs that share a common set of skills. A job family includes all jobs at various skill levels in a particular field of work. In the Navy, an occupation can be associated with a rating and is comprised of one or more jobs.
- Job - A job is comprised of duties and tasks. A job is composed of the duties, tasks, sub-tasks, and steps performed by an individual that constitute their job. A job is comprised of one or more duties and it may be associated with the appropriate NEC or watch station.
- Duty - A duty is a set of related tasks within a given job. A duty is a major part of a job. A duty is comprised of one or more tasks, it occurs frequently, and occupies a significant amount of time.
- Task - A task is a single unit of specific work behavior, with clear beginning and ending points. It is directly observable and measurable. Tasks are a major part of a duty and may be comprised of one or more sub-tasks. A task is comprised of logical and distinct actions. A task is performed under a defined set of conditions and standards. Each task is independent of other tasks.
- Subtask - A sub-task is a major part of a task. A sub-task may be made up of a series of steps performed under the standards and conditions of a task. A sub-task has a logical relationship with a task, duty, job, occupation. A sub-task may be comprised of one or more steps and fills a portion of the immediate purpose within a task.

- Step - A step is a major part of a sub-task. A step is the most specific form of behavior, and is the smallest component defined in the process.

Each level of the JDTA may be resequenced using the resequence icon . By default items are displayed alphabetically.

The status of each JDTA element can be identified as follows:

- Red - Incomplete
- Yellow - Complete (ready for submission)
- Purple - Submitted or Accepted
- Green - Approved
- Yellow with Red border - Rejected



Status colors

To view the JDTA items identified for your center perform the following:

Step 1 From the CPM Homepage click on the JDTA tab.

The Centers  are identified in the left hand margin. You can select to view **All**, **Approved**, **Accepted**, **Submitted**, **New**, or **Rejected** data for a Center by clicking the down arrow in the title bar. *Refer to Figure 5-1.*

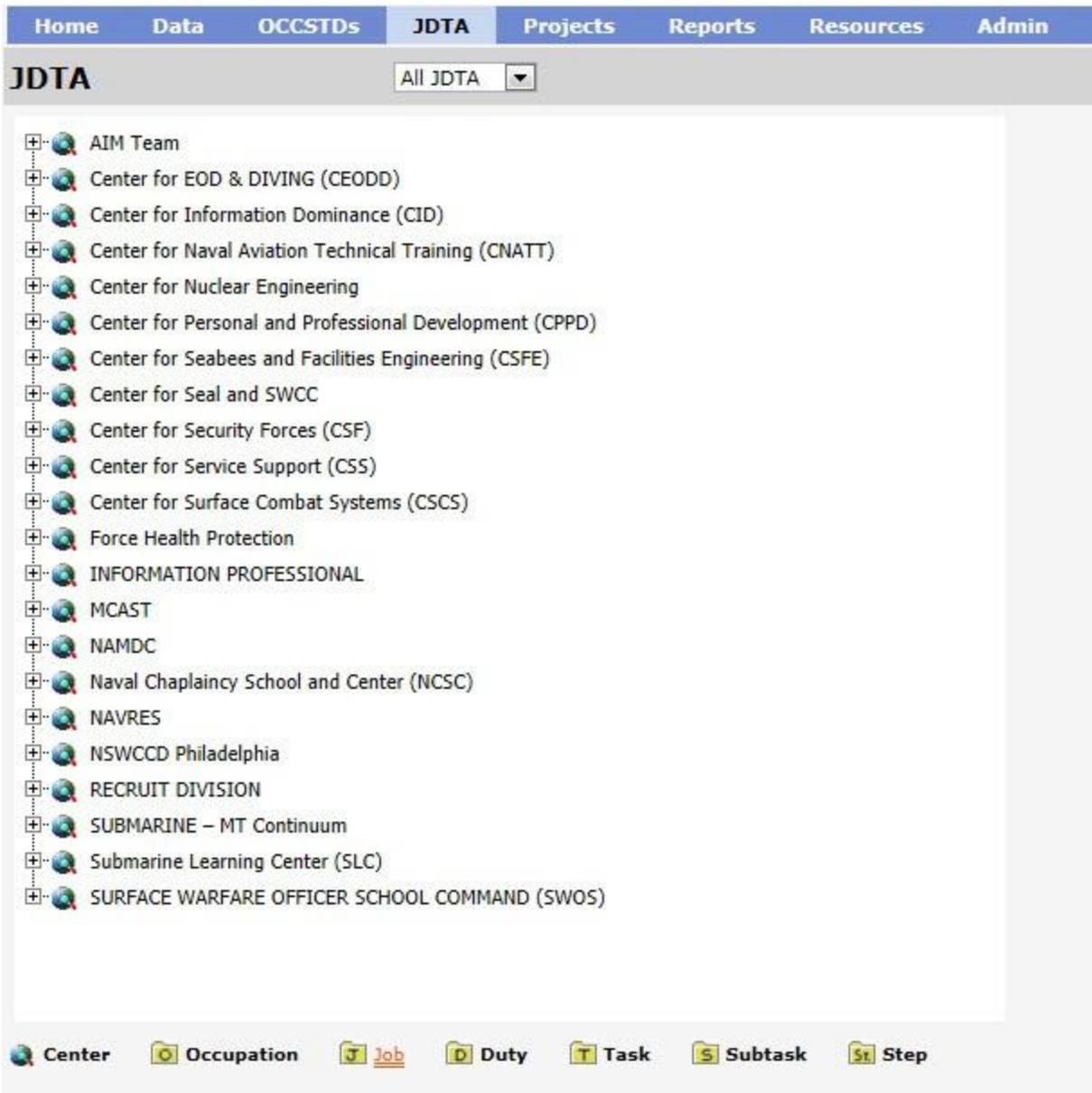


Figure 5-1 CPM JDTA TAB

- Step 2 Highlight the desired center and explore the Occupations, Jobs, Duties, Tasks, Subtasks, and Steps identified for the center.

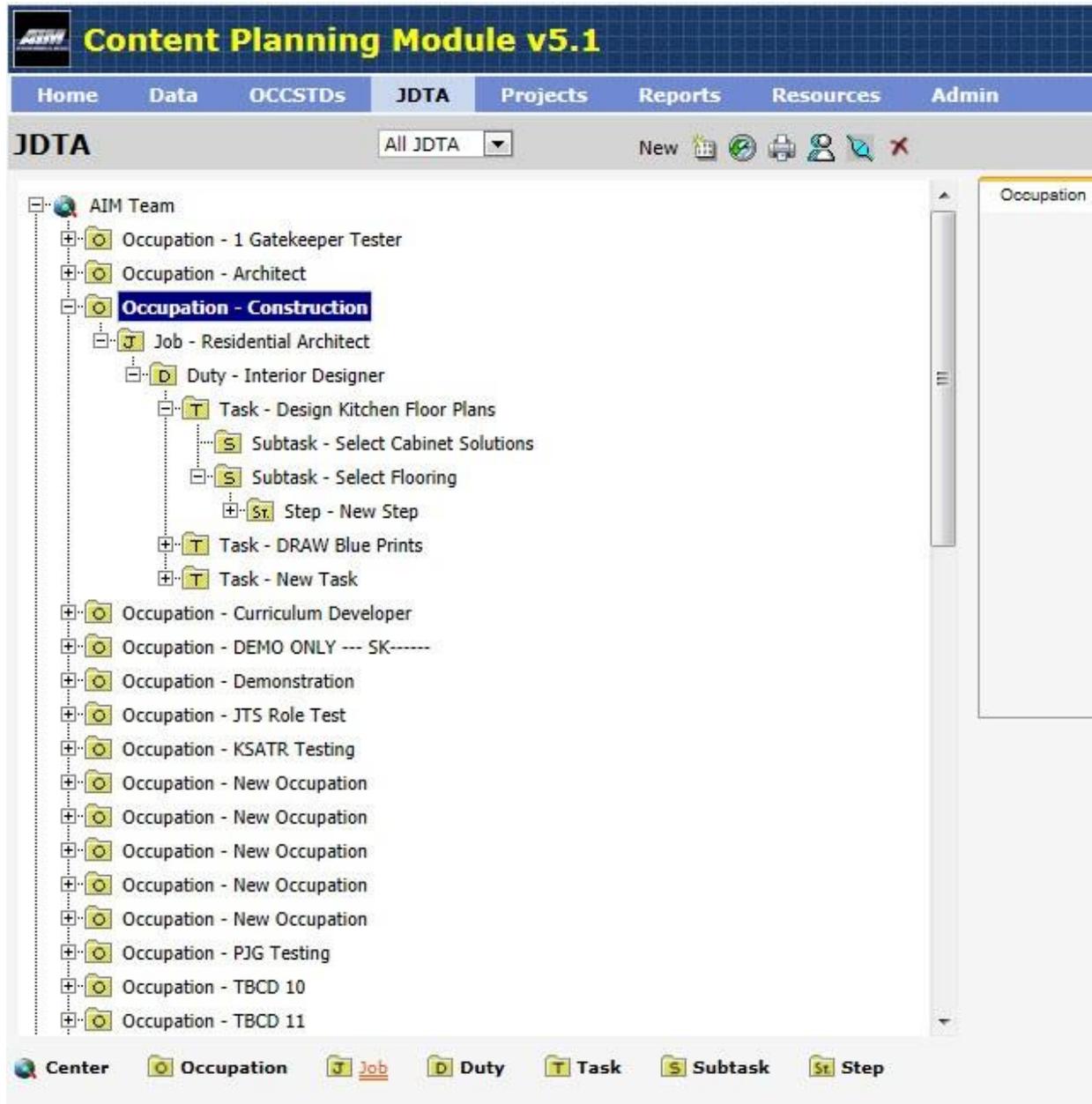


Figure 5-2 CENTER DATA

To select the contents of the Center:

- Step 1 Highlight the desired center, click on the '+' block next to the center and all the Occupations identified for the center will open.
- Step 2 Click on the '+' block next to the **Occupation**  to open the Jobs of the desired Occupation.
- Step 3 Click on the '+' block next to the **Job**  sub-folder to open the Duties for the Job

selected.

- Step 4 Click on the '+' block next to the **Duty**  sub-folder to open the Tasks for the Job selected.
- Step 5 Click on the '+' block next to the **Task**  sub-folder to open the Subtasks and for the Task selected.
- Step 6 Click on the '+' block next to the **Subtask**  sub-folder to open the Steps for the Subtask selected.
- Step 7 Click on the Step  sub-folder to view the Steps of the Subtask selected.

5.1 OCCUPATION

The Occupation Tab is displayed in the right-hand pane when the Occupation is highlighted in the Left-hand pane. The elements of the Occupation Tab are:

- **Name:** The name of the occupation, this field is required.
- **Version:** The current version of the occupation, currently not editable.
- **Status:** Current status of the occupation, currently not editable.
- **Type:** JDTA type, currently not editable, should be Occupation.

There are no other tabs for a JDTA Occupation.

5.2 JOB

The Job Tab is displayed in the right-hand pane when the Job is highlighted in the left-hand pane. There are two tabs associated with JDTA Jobs; the Job tab and the Job Attributes tab. The elements of the Job tab are:

- **Name:** The name of the job, this field is required.
- **Version:** The current version of the job, currently not editable.
- **Status:** Current status of the job, currently not editable.
- **Type:** JDTA type, currently not editable, should be Job.

To access the Job Attributes tab click on the tab in the right-hand pane. The elements of the Job Attributes tab are:

- **Mission:** The purpose of the job, this field is editable.
- **Description:** A detailed description of the job, this field is editable.

- **Rates:** Navy Rates that the job applies to, this field is editable.
- **NEC:** Navy Enlisted Classifications (NECs) that apply to the job, this field is editable.
- **DOL/ONET Occupation:** Department of Labor O*NET occupations can be entered here, access to O*NET can be accomplished by clicking on the blue hyperlink below this field, this field is editable.

NOTE:

None of the elements of the Job Attributes tab are required.

5.3 DUTY

The Duty tab is displayed in the right-hand pane when the Duty is highlighted in the left-hand pane. There are three tabs associated with the JDTA Duties; the Duty, Existing Interventions, and KSATRs tabs. The elements of the Duty tab are:

- **Name:** The name of the duty, this field is required.
- **Version:** The current version of the duty, currently not editable.
- **Status:** Current status of the duty, currently not editable.
- **Type:** JDTA type, currently not editable, should be Duty.

To access the Existing Interventions tab click on the tab in the right-hand pane. The elements of the Existing Interventions tab are Type and Intervention. To enter a new Existing Intervention perform the following steps:

- Step 1 Click on the New icon .
- Step 2 Click on the Type dropdown.
- Step 3 Select the type of Existing Intervention from the dropdown menu.
- Step 4 In the Intervention text-box add appropriate text.
- Step 5 If a URL for the existing intervention exists it can be added by typing it in the Item URL: text box. Additionally, after the URL has been entered it can be launched by clicking on the Launch button.

NOTE:

While Existing Interventions are not required, if an Existing Intervention is added then Type and Intervention are required, Item URL is optional.

To access the KSATRs tab click on the tab in the right-hand pane. The elements of the KSATRs tab are Type and Text. To enter a KSATR perform the following steps:

- Step 1 Click on the Select icon .
- Step 2 Click on the Type dropdown.
- Step 3 Select the type of KSATR from the dropdown menu.
- Step 4 Check all KSATRs that apply.

NOTE:

If the desired KSATR is not listed, click on the Filtering icon  to see a complete list. If the desired KSATR is still not listed click on the New icon  to add a new KSATR.

- Step 5 Once all KSATRs of the selected type are selected, click the OK button.
- Step 6 Repeat this process as needed through all KSATR types.

Duties may also be developed from existing OCCSTD data, to access the OCCSTD data perform the following steps:

- Step 1. Select the appropriate Duty in the left pane of the JDTA tab.
- Step 2. Click the Create From Icon , which is different than the New Icon .
- Step 3. From the right pane select the appropriate OCCSTD items to be used.
- Step 4. Click the Save button.
- Step 5. The items will populate the selected JDTA Duty.

5.4 TASK, SUBTASK, STEP

The Task, Subtask, and Step screens have the same tabs with the exception of the TTA, which is only available on the Task screen. The Task, Subtask, or Step tab is displayed in the right-hand pane when the Task is highlighted in the left-hand pane. The tabs associated with the JDTA Task, Subtask, and Step are; Task, Subtask, or Step, Task Attributes, TTA (Training Task Analysis), Existing Interventions, and KSATRs. The elements of the main tab are:

- **Verb:** This is a dropdown to select the type of verb. Selections include; Verb, Verb-Cognitive, Verb-Psychomotor, or Verb-Affective. The selection from this dropdown determines which verbs will populate the (Select Item) dropdown.
- **Select Item:** Based on the selection from the Verb dropdown menu, a list of either all approved verbs or just Cognitive, Psychomotor, or Affective.
- **Text:** This is the description of the task.
- **Version:** The current version of the task, currently not editable.

- **Status:** Current status of the task, currently not editable.
- **Type:** JDTA type, currently not editable, should be Task.
- **Task Level:** Dropdown menu to select the level the task will be performed. The options are; Organizational, Intermediate, Depot, or N/A.
- **Status of Training:** Dropdown menu indicating what the current status of training is associated with the task. Options are; Currently Being Training, Not Being Trained, Not fully supported through current training.
- **Type of Training:** Hyperlink to a checklist of different types of training. Options are; Formal, PQS, JQR, RTM, OJT, and Other.

NOTE:

All required items are identified by an asterisk (*).

To access the Task Attributes tab, click on the tab in the right-hand pane. The elements of the Task Attributes tab are:

- **Select Type:** This is a dropdown to select the type of data to use. The options are; Platform, System, Subsystem, Component, or Non-Equipment. More than one Type may be selected.
- **Select Item:** After the selection is made in the Select Type dropdown menu, the specific item can be selected from Select Item dropdown menu. By default this dropdown is filtered on center specific items, if the desired item is not show filtering can be turned off by selecting (Show All), then clicking on the dropdown triangle a second time.
- **Condition:** Clicking on the blue hyperlink will display a list of Conditions. One or more Conditions can be selected. By default Conditions are filtered by center, if the desired Condition is not seen initially, click on the Filtering icon , this will turn filtering off and a complete list of Conditions will be displayed. If the desired Condition is still not seen, click on the New icon  to create a new Condition. The Condition screen also has a search feature when a keyword can be entered and any Condition containing the keyword will be listed.
- **Standard:** Clicking on the blue hyperlink will display a list of Standards. One or more Standards can be selected. By default Standards are filtered by center, if the desired Standard is not seen initially, click on the Filtering icon , this will turn filtering off and a complete list of Standards will be displayed. If the desired Standards is still not seen, click on the New icon  to create a new Standard. The Standard screen also has a search feature when a keyword can be entered and any Standard containing the keyword will be listed.
- **Source:** Clicking on the blue hyperlink will display a list of Sources. One or more Sources can be selected. By default Sources are filtered by center, if the desired Source is not seen initially, click on the Filtering icon , this will turn filtering off and a complete list of Source will be displayed. If the desired Source is still not seen, click on the New

icon  to create a new Source. The Source screen also has a search feature when a keyword can be entered and any Source containing the keyword will be listed.

NOTE:

All fields of the Task Attributes tab are required.

To access the Training Task Analysis (TTA) tab, click on the tab in the right-hand pane. The elements of the Training Task Analysis are:

- Safety Hazard Severity (Select List Item)
 - Minor - Failure does not cause injury, property damage, or system damage but will result in unscheduled maintenance or repair.
 - Marginal - Failure may cause minor injury, minor property damage, or minor system damage, and will result in delay, loss of availability, or mission degradation.
 - Critical - Failure may cause severe injury, major property damage, or major system damage and will result in mission loss.
 - Catastrophic - Failure may cause death, property destruction, or system loss (e.g., aircraft, tank, missile, ship, etc.)
- Criticality of Performance (Select List Item)
 - Minor - Inadequate performance does not result in injury to personnel or damage to equipment.
 - Marginal - Inadequate performance results in non-serious personnel injury or damage to equipment.
 - Critical - Inadequate performance results in serious or life threatening injury to personnel, or impedes the ability to perform a mission.
 - Catastrophic - Inadequate performance results in death or inability to carry out aq mission.
- Task Delay Tolerance (Select List Item)
 - Low Delay Tolerance
 - High Delay Tolerance
- Frequency of Performance(Select List Item)
 - At least annually
 - At least once every 6 months
 - At least monthly, but less than twice per week
 - Twice per week or more
- Probability of Inadequate Performance (Select List Item)
 - Never performed correctly

- Less often than other tasks
- About as often as other tasks
- More often than other tasks
- Difficulty of Performance (Select List Item)
 - No training required
 - Task requires 1 to 3 days to learn
 - Task may be learned in 1 to 2 weeks
 - Task may require up to 1 month or more to learn
- Task Learning Difficulty (Select List Item)
 - No training required
 - Task requires 1 to 3 days to learn
 - Task may be learned in 1 to 2 weeks
 - Task may require up to 1 month or more to learn
- Percent Performing (Select List Item)
 - 0 to 24% of personnel perform this task
 - 25 to 49% of personnel performance this task
 - 50 to 74% of personnel performance this task
 - 75 to 100% of personnel performance this task
- Percent of Time Spent on Performance (Select List Item)
 - Task is not performed
 - Less time spent on this task than most other tasks
 - Same amount of time spent on this task as most others
 - ore time spent on this task than most others
- Immediacy of Performance (Select List Item)
 - Task first performed within 2 to 4 years after assignment
 - Task first performed within 1 to 2 years after assignment
 - Task first performed within 6 months after assignment
 - Task performed during first 3 months after assignment

To access the Existing Interventions tab click on the tab in the right-hand pane. The elements of the Existing Interventions tab are Type and Intervention. To enter a new Existing Intervention perform the following steps:

Step 1 Click on the New icon  .

- Step 2 Click on the Type dropdown.
- Step 3 Select the type of Existing Intervention from the dropdown menu.
- Step 4 In the Intervention text-box add appropriate text.
- Step 5 If a URL for the existing intervention exists it can be added by typing it in the Item URL: text box. Additionally, after the URL has been entered it can be launched by clicking on the Launch

NOTE:

While Existing Interventions are not required, if an Existing Intervention is added then Type and Intervention are required, Item URL is optional.

To access the KSATRs tab click on the tab in the right-hand pane. The elements of the KSATRs tab are Type and Text. To enter a KSATR perform the following steps:

- Step 1 Click on the Select icon .
- Step 2 Click on the Type dropdown.
- Step 3 Select the type of KSATR from the dropdown menu.
- Step 4 Check all KSATRs that apply.

NOTE:

If the desired KSATR is not listed, click on the Filtering icon  to see a complete list. If the desired KSATR is still not listed click on the New icon  to add a new KSATR.

- Step 5 Once all KSATRs of the selected type are selected, click the OK button.
- Step 6 Repeat this process as needed through all KSATR types.

5.5 ADDING A NEW OCCUPATION, JOB, DUTY, TASK, SUBTASK, OR STEP:

- Step 1 Highlight the desired center, click on the '+' block next to the center and all the Occupations identified for the center will open.
- Step 2 Highlight the appropriate folder to add the new item as follows:
 - a. Center to add a Occupation
 - b. Occupation to add a Job
 - c. Job to add a Duty
 - d. Duty to add a Task

- e. Tasks to add a Subtask
- f. Subtask to add Step

Step 3 Click on the New  icon. To add another item at the same level use the "Save and Add" button.

Step 4 In the right hand pane enter the applicable information in the following fields:

- a. For a New Occupation:

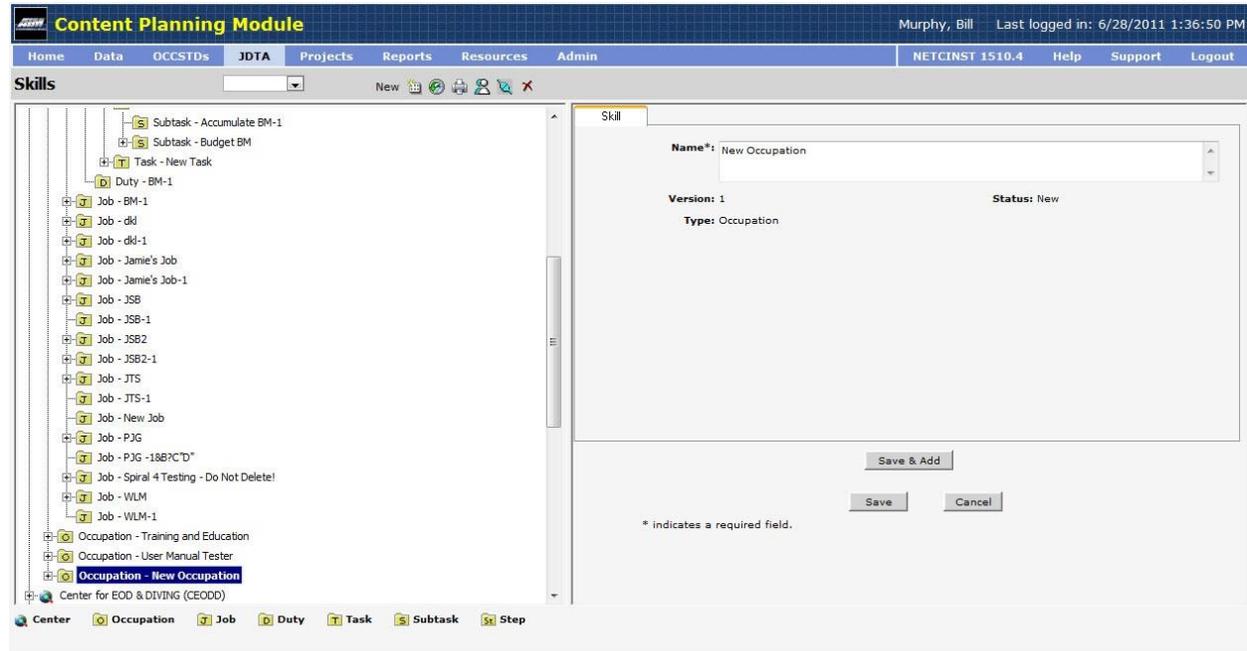


Figure 5-5 OCCUPATION TAB

- Enter the Name of the Occupation in the Skill tab and click on the Save button.
- Click on the Show Privileges  icon and identify the personnel that will Approve, View, Edit, or Review the JDTA items for the Occupation. Save your selections, by clicking on the Save button, when completed.

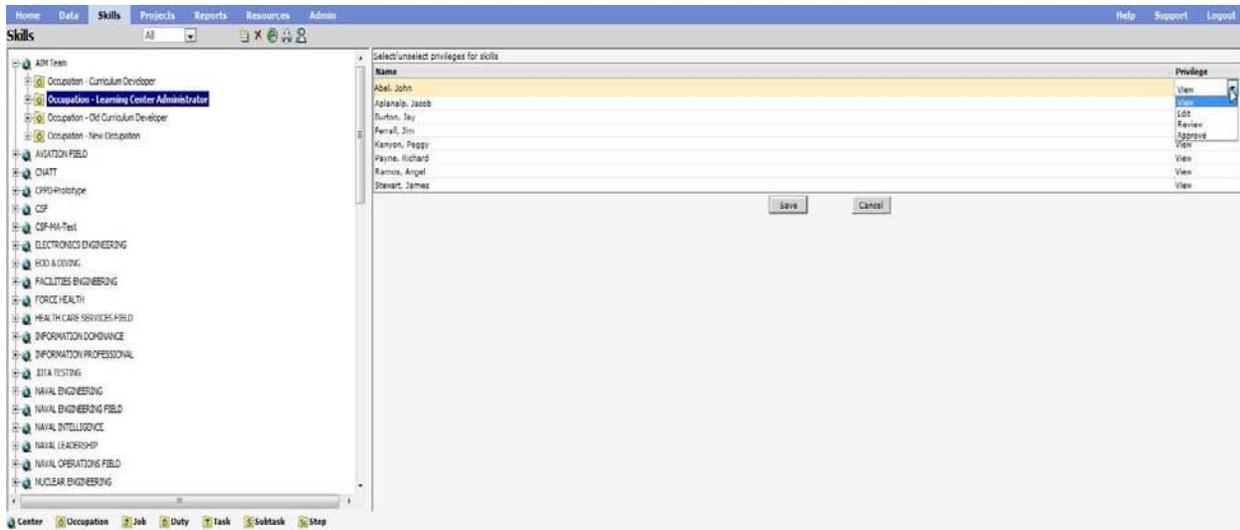


Figure 5-6 SELECTING PRIVILEGE for an OCCUPATION

b. For a New Job:

- Enter the Name of the Job in the Skill tab and click on the Save button.
- Enter the applicable information in the Job tab which contains text fields for Mission, Description, Rate, NEC, and DOL/ONET Occupation. Save your entries.

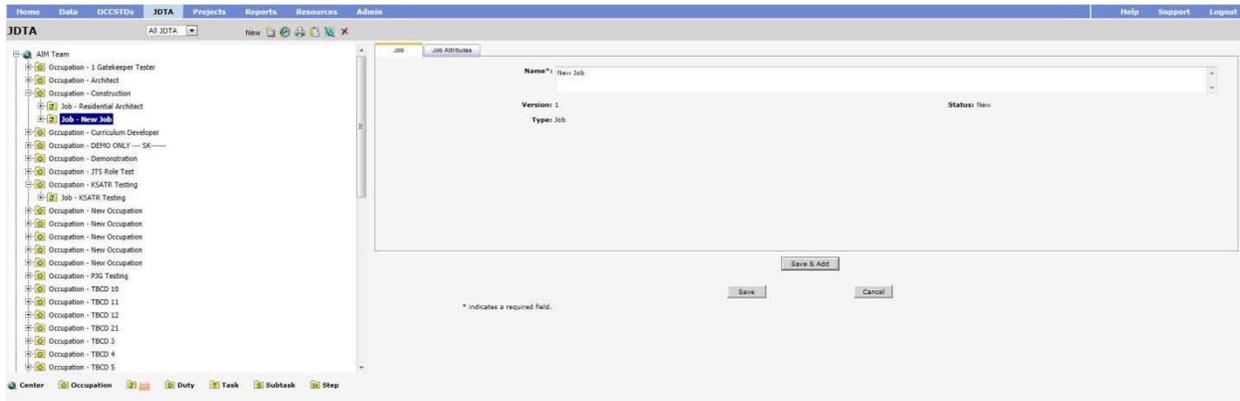


Figure 5-7 JOB TAB for a JOB

- Click on the Job title in the left pane. Click on the Submit button in the right hand pane to submit your new Job for Approval when completed. Note that the status of an item will change from New to Submitted. Other status indicators are Approved, Accepted, and Rejected. After it has been submitted, new buttons will appear in the left hand screen for Accepted and Rejected. Once Accepted a button will appear for Approved.

c. For a New Duty:

- Enter the Name of the Duty in the Skill tab and click on the Save button.

- Enter information in the Existing Interventions tab by clicking on the New  icon, select the type from the drop down menu and identify the Intervention in the field provided. Save your entries when completed.
- To add KSATRs for a new Duty perform the following steps:
 - i. Click on the KSATRs tab.
 - ii. Click the Edit button.
 - iii. Click on the Select  icon.
 - iv. Select the desired KSATRs for each type by first selecting the type from the Type drop-down menu, then checking the desired KSATR from the list provided. (Note: By default only KSATRs for the current site are displayed, if the desired KSATR is not shown click the Filter  icon. This will display all KSATRs of a given type.)

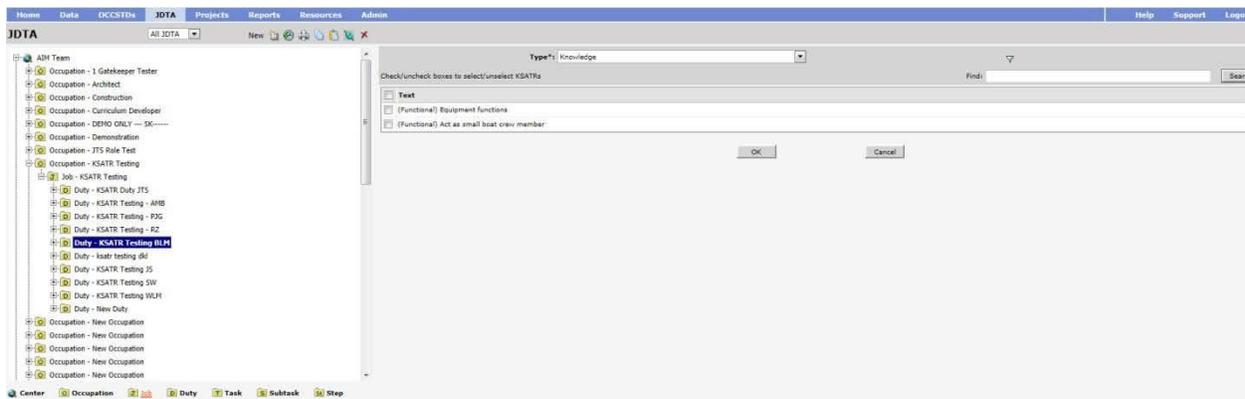
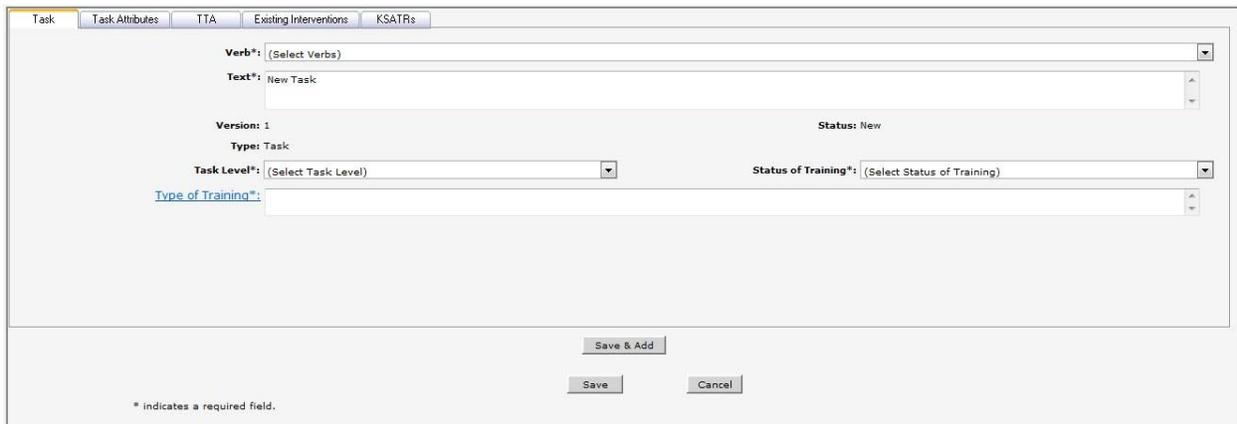


Figure 5-8 KSATRs TAB for a DUTY

- Click on the Duty title in the left pane. Click on the Submit button in the right hand pane to submit your new Duty for Approval when completed. Note that the status of an item will change from New to Submitted. Other status indicators are Approved, Accepted, and Rejected. After it has been submitted, new buttons will appear in the left hand screen for Accepted and Rejected. Once Accepted a button will appear for Approved

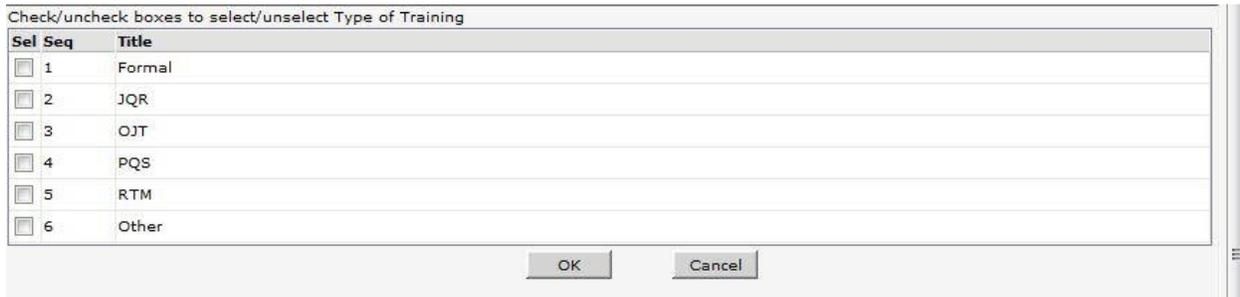
d. For a New Task:



Task TABS form showing fields for Verb*, Text*, Version: 1, Type: Task, Status: New, Task Level*, Status of Training*, and Type of Training*. Buttons for Save & Add, Save, and Cancel are visible. A note indicates that an asterisk (*) denotes a required field.

Figure 5-9 TASK TABS

- In the Task Tab:
 - (1) Select the appropriate verb for the task from the drop-down list.
 - (2) Enter the text of the Task in the Text field.
 - (3) Using the drop-down menu select the Task Level as Intermediate, Organizational, Depot or N/A.
 - (4) Using the drop-down menu select the Status of Training as Currently Being Trained, Not Being Trained, or Not fully supported through current training.
 - (5) Click on the Type of Training hyperlink and select/unselect the Type of Training. Click on OK.



Check/uncheck boxes to select/unselect Type of Training

Sel Seq	Title
<input type="checkbox"/> 1	Formal
<input type="checkbox"/> 2	JQR
<input type="checkbox"/> 3	OJT
<input type="checkbox"/> 4	PQS
<input type="checkbox"/> 5	RTM
<input type="checkbox"/> 6	Other

OK Cancel

Figure 5-10 TYPE of TRAINING SELECTION

- (6) Save your entries on the Task tab.

- In the Task Attributes Tab:

The screenshot shows the 'Task Attributes' tab in a software interface. At the top, there are four tabs: 'Task', 'Task Attributes' (which is highlighted), 'TTA', 'Existing Interventions', and 'KSATRs'. Below the tabs, there is a dropdown menu labeled '(Select Type)'. Underneath, there are three fields, each with a blue hyperlink and a dropdown arrow: 'Condition*', 'Standard*', and 'Source*'. At the bottom of the form, there are 'Save' and 'Cancel' buttons. A small note at the bottom left reads '* indicates a required field.'

Figure 5-11 TASK ATTRIBUTE TAB for a TASK

- (1) Select the Component (Platforms, Systems, Subsystems, Components, or Non-equipment) from the drop down menu.
 - (2) In the Object field click on the down-arrow and select the object related to the type selected in Step 1.
 - (3) Click on the Condition hyperlink and select the condition from the list.
 - (4) Click on the Standard hyperlink and select the standard from the list.
 - (5) Click on the Source hyperlink and select the source from the list.
 - (6) Click on the Save button to save your selections.
- Enter the desired information in the Existing Interventions tab and save your entries.
 - To add KSATRs for a new Task perform the following steps:
 - i. Click on the KSATRs tab.
 - ii. Click the Edit button.
 - iii. Click on the Select  icon.
 - iv. Select the desired KSATRs for each type by first selecting the type from the Type drop-down menu, then checking the desired KSATR from the list provided.(Note: By default only KSATRs for the current site are displayed, if the desired KSATR is not shown click the Filter  icon. This will display all KSATRs of a given type.)
 - Click on the Task title in the left pane. Click on the Submit button in the right hand pane to submit your new Task for Approval when completed. Note that the status of an item will change from New to Submitted. Other status indicators are Approved, Accepted, and Rejected. After it has been submitted, new buttons will appear in the left hand screen for Accepted and Rejected. Once Accepted a button will appear for Approved.

e. For a New Subtask:

The screenshot shows the 'Subtask Attributes' tab of a software interface. At the top, there are four tabs: 'Subtask', 'Subtask Attributes', 'Existing Interventions', and 'KSATRs'. The 'Subtask Attributes' tab is active. The form contains the following fields and controls:

- Verb*:** A dropdown menu with the text '(Select Verbs)'.
- Text*:** A text input field containing 'New Subtask'.
- Version:** A text input field containing '1'.
- Status:** A text input field containing 'New'.
- Type:** A text input field containing 'Subtask'.
- Subtask Level:** A dropdown menu with the text '(Select Task Level)'.
- Status of Training:** A dropdown menu with the text '(Select Status of Training)'.
- Type of Training:** A text input field.

At the bottom of the form, there are three buttons: 'Save & Add', 'Save', and 'Cancel'. A note at the bottom left states '* indicates a required field.'

Figure 5-12 SUBTASK TABS

- Enter the Name of the Subtask in the Skill tab and click on the Save button.

The screenshot shows the 'Subtask Attributes' tab of a software interface. At the top, there are four tabs: 'Subtask', 'Subtask Attributes', 'Existing Interventions', and 'KSATRs'. The 'Subtask Attributes' tab is active. The form contains the following fields and controls:

- Components:** A text input field containing 'ENGINE LOGBOOKS'.
- Condition(s)*:** A text input field containing 'AS A COMMAND FITNESS LEADER'.
- Standard(s)*:** A text input field containing '100% PROFICIENT'.
- Source(s)*:** A text input field containing '0000, CIA World Factbook'.

At the bottom of the form, there is an 'Edit' button. A note at the bottom left states '* indicates a required field.'

Figure 5-13 SUBTASK ATTRIBUTES TAB

- In the Subtasks Attributes Tab:
 - (1) Select the Type (Platforms, Systems, Subsystems, Components, or Non-equipment) from the drop down menu.
 - (2) In the Object field click on the down-arrow and select the object related to the type selected in Step 1.
 - (3) Click on the Condition hyperlink and select the condition from the list.
 - (4) Click on the Standard hyperlink and select the standard from the list.
 - (5) Click on the Source hyperlink and select the source from the list.
 - (6) Click on the Save button to save your selections.
- Enter information in the Existing Interventions tab by clicking on the New  icon, select the type from the drop down menu and identify the Intervention in the field provided. Save your entries when completed.
- To add KSATRs for a new Subtask perform the following steps:

- i. Click on the KSATRs tab.
 - ii. Click the Edit button.
 - iii. Click on the Select  icon.
 - iv. Select the desired KSATRs for each type by first selecting the type from the Type drop-down menu, then checking the desired KSATR from the list provided.(Note: By default only KSATRs for the current site are displayed, if the desired KSATR is not shown click the Filter  icon. This will display all KSATRs of a given type.
- Click on the Subtask title in the left pane. Click on the Submit button in the right hand pane to submit your new Subtask for Approval when completed. Note that the status of an item will change from New to Submitted. Other status indicators are Approved, Accepted, and Rejected. After it has been submitted, new buttons will appear in the left hand screen for Accepted and Rejected. Once Accepted a button will appear for Approved.
- f. For a New Step:



Figure 5-14 STEP TABS

- Enter the Name of the Step in the Skill tab and click on the Save button.

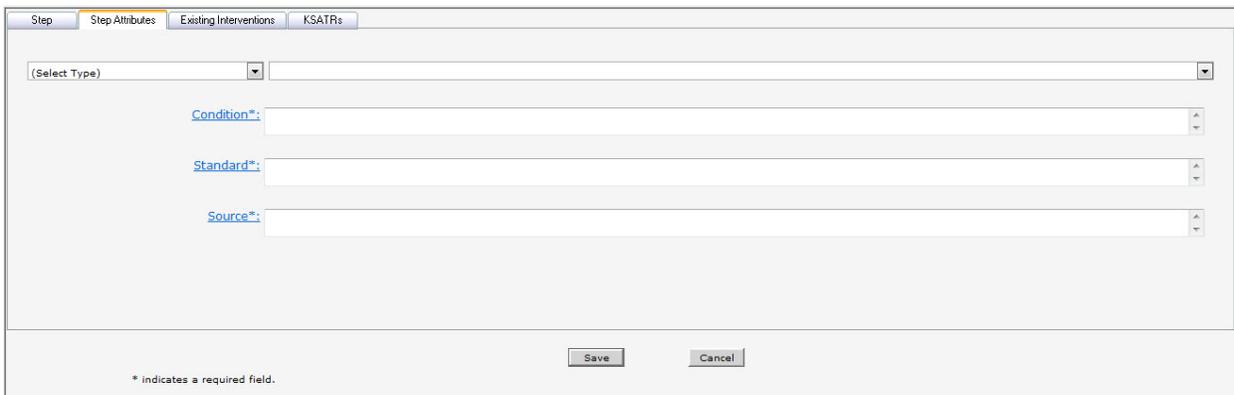


Figure 5-15 Step Attributes Tab

- In the Step Attributes tab:
 - (1) Select the Type (Platforms, Systems, Subsystems, Components, or Non-equipment) from the drop down menu.
 - (2) In the Object field click on the down-arrow and select the object related to the type selected in Step 1.
 - (3) Click on the Condition hyperlink and select the condition from the list.
 - (4) Click on the Standard hyperlink and select the standard from the list.
 - (5) Click on the Source hyperlink and select the source from the list.
 - (6) Click on the Save button to save your selections.
- Enter information in the Existing Interventions tab by clicking on the New  icon, select the type from the drop down menu and identify the Intervention in the field provided. Save your entries when completed.
- To add KSATRs for a new Step perform the following steps:
 - i. Click on the KSATRs tab.
 - ii. Click the Edit button.
 - iii. Click on the Select  icon.
 - iv. Select the desired KSATRs for each type by first selecting the type from the Type drop-down menu, then checking the desired KSATR from the list provided.(Note: By default only KSATRs for the current site are displayed, if the desired KSATR is not shown click the Filter  icon. This will display all KSATRs of a given type.
- Click on the Step title in the left pane. Click on the Submit button in the right hand pane to submit your new Subtask for Approval when completed. Note that the status of an item will change from New to Submitted. Other status indicators are Approved, Accepted, and Rejected.

After it has been submitted, new buttons will appear in the left hand screen for Accepted and Rejected. Once Accepted a button will appear for Approved.
- After JDTA elements have been completed they should be submitted for Review. Submitting an element for review will generate an email to the reviewer with a link to the element that was submitted. When an element has been accepted a similar email will be sent to the approver with a link to the element. This email functionality can be disabled by the user by going to the Preferences tab under their "My Profile" tab and unchecking the "I want to Receive Emails when changes to JDTA status affects me" checkbox. Center Administrator can also disable this feature.

NOTE:

JDTA items can also be "Bulk Submitted, Accepted and Approved"

by clicking on the Bulk Submit/Accept/Approve Icon  and selecting the appropriate action from the drop-down menu.

WARNING:

If a JDTA element is Rejected there is no way to "UnReject" the element. It is essentially a "dead" element. Careful consideration should be taken before Rejecting JDTA elements.

5.5.1 To Create a Job, Duty, Task, Subtask, or Step From OCCSTDS

OCCSTD data may also be used to develop Duty, Task, Sub-task, and Step elements. To use OCCSTD data follow these steps:

1. Highlight the parent element, Job for Duty, Duty for Task, Task for Sub-task and Sub-task for Step.
2. Click the "Create from OCCSTD" icon.
3. Expand the OCCSTD tree (right pane) to the desired element.
4. Click on the checkbox next to the desired elements to select them.
5. Click the Save button after selecting the desired OCCSTD elements.
6. Complete the rest of the JDTA information for the new element.
7. Modify the Verb, as required.
8. Click the "Save" button.

5.5.2 To Convert Current Job, Duty, Task, Subtask, or Step to an OCCSTD

1. Locate any existing Job, Duty, Task, Sub-Task or Step that is not an OCCSTD.
2. Select the existing Job, Duty, Task, Sub-Task or Step.
3. Click on "Turn to OCCSTDs" button within toolbar.
4. Select the correct Center from the list of centers to display the OCCSTDs.
5. Select a single OCCSTD.
6. Click the "Save" button.
7. Once the page has refreshed, update the Job, Duty, Task, Subtask, or Step as required.

5.6 TO CREATE A NEW VERSION OF AN APPROVED JOB, DUTY, TASK, SUBTASK, OR STEP:

Duties may be updated before or after they are approved. Updating an approved Duty will generate a new version of the Duty and any associated Tasks, Subtasks, or Steps. To update a Duty, Task, Subtask or Step perform the following steps:

- Step 1. Highlight the element to be updated.
- Step 2. Click on the Create New Version  icon. A new version of the approved skill is created, flagged, and ready to be edited. The Version drop-down allows the user to switch between the different available versions.
- Step 3. Click the Bulk Actions icon  and click on Update from the drop down menu. Step 3. Click on the "Skills to update" hyperlink from the update screen, see figure below. By default all subordinate Tasks/Subtasks will be selected.
- Step 4. From the "Skills to Update" screen uncheck skills that will not be updated, click OK when finished.
- Step 5. Fill in the rest of the blocks on the Update screen. These links are the same as when creating a JDTA element. After selecting one of the links the user can select either "Add to all" or "Remove from all" to add or remove the selected element from all Tasks/Subtasks, see figure below. When finished click Update.
- Step 6. Click on the TTA tab and complete all TTA data entries as needed.

The screenshot shows the 'Update Screen' for the 'TTA' tab. The 'Skill(s) to update:' field contains a list of tasks: 'Accept Bill's Task; Acknowledge Bill's Subtask; Conduct Bill's Step; Accept Bill's Task; Acknowledge Bill's Subtask; Conduct Bill's Step'. The 'Task Level:' dropdown is set to '(Select Task Level)' and the 'Status of Training:' dropdown is set to '(Select Status of Training)'. Below these are seven empty text boxes for 'Type Of Training (s):', 'Object(s):', 'Condition(s):', 'Standard(s):', 'Source(s):', and 'KSATR(s):'. At the bottom are 'Update' and 'Cancel' buttons.

Update Screen

5.7 COPY AND PASTE JDTA ELEMENTS

To Copy a JDTA element from one place to another follow these steps:

1. Highlight the element to be copied (Occupation, Job, Duty, Task, Sub-task or Step).
2. Click the Copy icon.
3. Highlight the parent element of the new location (Center for Occupation, Occupation for Job, Job for Duty, Duty for Task, Task for Sub-task, and Sub-task for Step).
4. Click the Paste icon and then choose one of the following options:
 - a. Paste - This will copy only the selected element and NOT the associated sub-elements.
 - b. Paste with Children - This will copy the selected element and all sub-elements.
 - c. Move - This will copy the selected element and sub-elements and delete the original element and sub elements.

5.8 IMPORTING CTTL DATA

It is possible to import CTTL data from AIM II v5. To create the required Excel spreadsheet perform the following steps:

1. From AIM II v5 Main Menu select **Utilities**.
2. From the **Utilities** Menu select **Reporting**.
3. From the **Reporting** screen select the **Data Output** tab.
4. From the Data Output tab highlight Output CTTL to Excel.
5. From the **Options** Menu select **Generate**, this will display the Select Course screen.
6. From the **Select Course** screen highlight the desired course and select **Select** from the Main Menu. This will display the **Select Output File** window.
7. In the **Select Output File** window select a location and name for the output file, remember this name and location.
8. Acknowledge file creating message and exit AIM II v5.

To import the CTTL data created in the previous steps into CPM JDTA perform the following steps:

1. From the **JDTA** tab select the appropriate **Occupation** and **Job**.
2. With the appropriate **Job** highlighted select the Import icon .

The **CTTL Data Import Delimited Text (*.csv)** screen appears, input or browse to the file that was created earlier from AIM II v5 and click **Upload**.

3. Once the file has been uploaded a screen displaying CTTL data will appear.
4. From the **CTTL Data** screen select the desired Duties and tasks for the Job that is highlighted in the left pane by clicking on the check box next to the desired item in the **CTTL Data** screen.
5. This process can be used to select Duty, Task, Subtask and Step.

For Subtasks and Steps be sure to use the drop-down menu on the **Skill** column to select the appropriate level (Subtask or Step).

5.9 CENTER FILTERING

Starting at the Task level some of the available inputs may have been filtered by the center at the Data tab. Refer to the table below to identify where inputs may be filtered.

Input	JDTA tab effected
Verb	Task, Subtask and Step
Platform, Systems, Subsystems, Components, Non-Equipment	Task, Subtask and Step Attributes
Conditions	Conditions link on Task, Subtask and Step Attributes tab
Standard	Standards link on Task, Subtask and Step Attributes tab

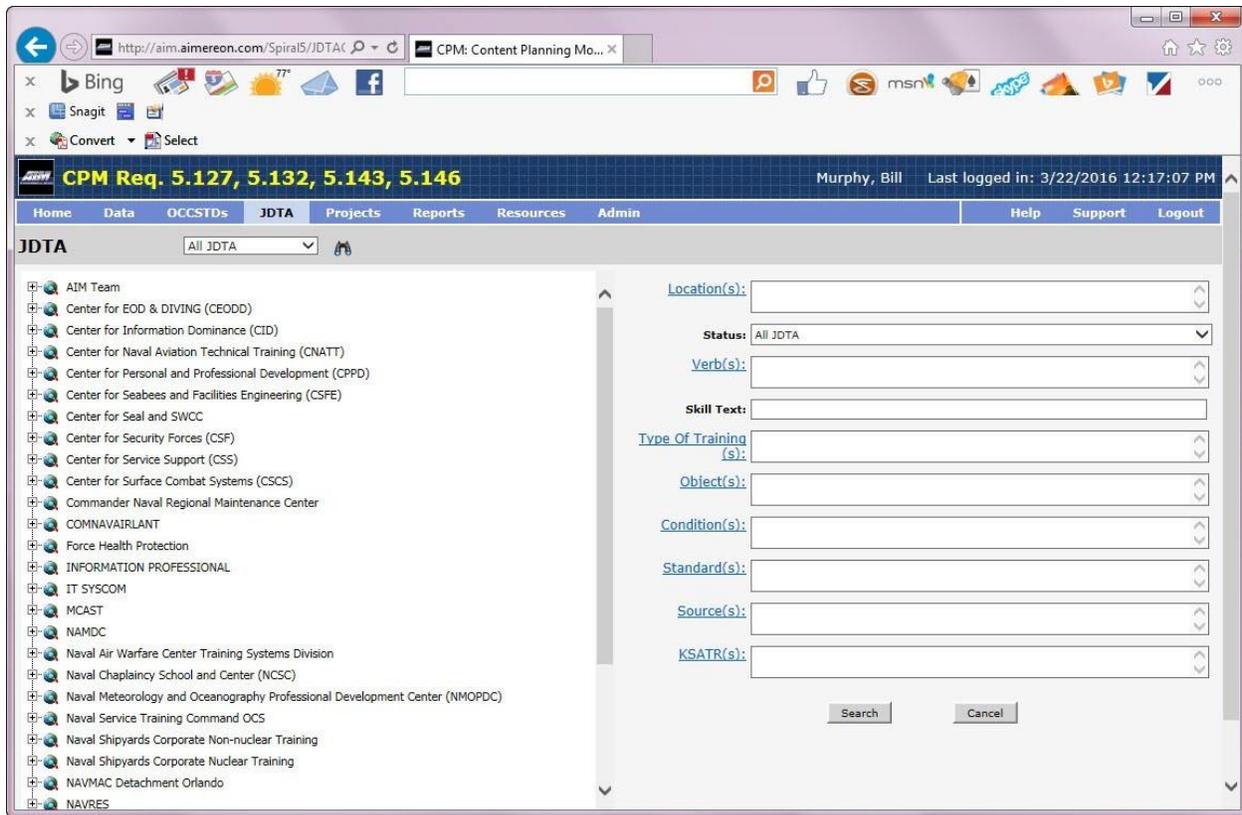
Filtering can be turned off by selecting the (Show All) option for Verbs, Platforms, Systems, Subsystems, Components, and Non-Equipment. For Conditions and Standards clicking on the Filter icon will toggle filtering on/off.

5.10 JDTA SEARCH

The search function allows the user to search for desired data elements within the JDTA, at a specific JDTA level, Center, Occupation, etc. It should be noted that the higher the search the longer the search will take.

To search existing JDTA data follow the steps below:

- Step 1. Highlight any area on the JDTA tree (left pane).
- Step 2. Click on the Search icon .
- Step 3. Select search criteria by entering text in the Skill Text field, selecting a different Status from the drop-down list, and/or clicking on the appropriate hyperlinks, then selecting search data by checking desired checkboxes. See the figure below.
- Step 4. When all search criteria have been selected click the Search button.
- Step 5. After reviewing the search results select "All JDTA" from the drop down menu to see all JDTA data. See figure below. The search results will remain until the user logs off or another search is performed.



JDTA Search Screen



JDTA Drop Down Menu

5.10.1 Printing Search Results

Reports can be generated in PDF, RTF or Excel formats. To generate a report follow the steps below.

- Step 1. Highlight the level where you want the report to begin, Occupation, Job, Duty, etc.
- Step 2. Click on the Print Icon
- Step 3. Select one of the five print options (Hierarchy to PDF, Hierarchy to RTF, Related Materials, Unassociated Tasks, or Export to Excel).

5.11 IMPORTING FROM EXCEL SPREADSHEET

JDTA information can be collected via Excel spreadsheet and then validated and imported into CPM. CPM can generate a blank spreadsheet with the appropriate columns needed for JDTA data capture. To generate a blank spreadsheet follow these steps:

- Step 1. From the CPM Home screen select the JDTA tab.
- Step 2. Click on the Import Icon  and select "JDTA Blank Spreadsheet".
- Step 3. Depending on browser (IE, Chrome, Firefox) either make note of where the spreadsheet is being saved or choose a location to save the spreadsheet to. The blank spreadsheet is now ready for use.

The spreadsheet can be used to populate an entire new Occupation or any part thereof. It is important to remember that when validating the spreadsheet the JDTA element that must be highlighted is one above where the spreadsheet information starts. For example, if an entire Occupation through Steps is being created then the Center must be highlighted during validation. The spreadsheet contains the following data fields:

- Type: Occupation, Job, Duty, Task, Subtask, or Step. This is a drop down menu.
- Skill Text: The text of the skill. This is free text.
- Proficiency Level. SPL1, SPL2, SPL3. This is a drop down menu.
- OCCSTD Task ID: The Task ID from OCCSTD. This is free text.
- Task Level: Organization, Intermediate, Depot, N/A. This is a drop down menu.
- Status of Training: Currently Being Trained, Not Being Trained, Not fully supported through current training. This is a drop down menu.
- Type of Training: Formal, PQS, JQR, RTM, OJT, Other. Separate multiple entries using the semi-colon “;”. This is free text.
- Object(s): Platform, System, Subsystem, Component, Environment, Non-Equipment, Tool. Objects can only be assigned at the Task level or lower. When entering Objects in the spreadsheet the format is: <Object>:<Name>, for example Platform:CVN-70. Separate multiple entries using the semi-colon “;” and include the object type with each entry, for example Platform: CVN-70; Environment: At Sea. This is free text.
- Condition(s): Under what condition(s) is the task performed. Separate multiple entries using the semi-colon “;”. This is free text.
- Standard(s): To what level of proficiency does the task need to be performed. Separate multiple entries using the semi-colon “;”. This is free text.
- Task Source: Reference publication for the task. Separate multiple entries using the semi- colon “;”. This is free text.
- Knowledge, Skills, Abilities, Tools, and Resources (KSATRs). these are free text. Separate multiple entries using the semi-colon “;”.
- Safety Hazard Severity: Minor, Marginal, Critical, Catastrophic. This is a drop down menu.

- Criticality of Performance: Minor, Marginal, Critical, Catastrophic. This is a drop down menu.
- Task Delay Tolerance: Low delay tolerance, High delay tolerance. This is a drop down menu.
- Frequency of Performance: At least annually, At least every 6 months, At least monthly, but less than twice a week, Twice a week or more. This is a drop down menu.
- Probability of Inadequate Performance: Never performed correctly, Less often than other tasks, About as often as other tasks, More often than other tasks. This is a drop down menu.
- Difficulty of Performance: No Training Required, Task requires 1 to 3 days to learn, Task may be learned in 1 to 2 weeks, Task may require up to 1 month or more to learn. This is a drop down menu.
- Task Learning Difficulty: No Training Required, Task requires 1 to 3 days to learn, Task may be learned in 1 to 2 weeks, Task may require up to 1 month or more to learn. This is a drop down menu.
- Percent Performing: 0 to 24% of the personnel perform this task, 25 to 49% of the personnel perform this task, 50 to 74% of the personnel perform this task, 75 to 100% of the personnel perform this task. This is a drop down menu.
- Percentage of Time Spent on Performance: Task is not performed, Less time spent on this task than most other tasks, Same amount of time spent on this task as most other tasks, More time spent on this task than most others. This is a drop down menu.
- Immediacy of Performance: Task first performed within 2 to 4 years, Task first performed within 1 to 2 years, Task first performed within 6 months, Task performed during first 3 months. This is a drop down menu.

Once all data has been entered and saved in the spreadsheet it must be validated in CPM, to validate the spreadsheet follow these steps:

- Step 1. From the CPM Home screen click on the JDTA tab.
- Step 2. Highlight the level above the level where the JDTA data begins, for Occupation highlight Center, for Job highlight the Occupation, etc.
- Step 3. Click on the Import Icon  and select "JDTA Validate".
- Step 4. From the JDTA Validate screen browse to the location of the completed spreadsheet.
- Step 5. Once the validation process is complete Save or Open the validation spreadsheet.

- Step 6. The validation process has four potential outcomes:
- No issues with the data, spreadsheet is ready to be imported into CPM.
 - Blue background. This data is not in the database and will be created, spreadsheet is ready to be imported into CPM.
 - Yellow background. This data is not in the database. The data will import but may not be created as expected.
 - Red background. This data is incorrect. The import process cannot complete until this is fixed.
- Step 7. If there is no incorrect data (red background) the spreadsheet may now be imported into CPM. Any incorrect data (red background) must be fixed before importing into CPM. NOTE, if the Type field has a red background the problem may be that the incorrect JDTA element was highlighted (i.e. highlighting Center with data that starts at Duty).

Once the database is ready for import follow these steps:

- Step 1. From the CPM Home screen click on the JDTA tab.
- Step 2. Click on the Import Icon  and select "JDTA Import".
- Step 3. From the JDTA Import screen browse to the location of the completed spreadsheet, not the location of the validation spreadsheet.
- Step 4. With the location of the spreadsheet selected, click the Upload Button.
- Step 5. For any items that were highlighted in Blue or Yellow, you can try to match the entry from the spreadsheet with an existing entry in CPM:
- Choose which tab to work on: Object Condition, Standard, Source, KSATRs by clicking on the tab. If there is no data to be matched, the screen will not show any Imported Text.
 - Click on a line of Imported Text, then click the Select Icon.
 - Use the Find box to enter search criteria to narrow down the results, then Select the Search button.
 - Select an existing entry in the database that matches the one being imported and click the Select button.
 - Continue to match entries on each tab until all entries have been matched or determined that no match can be found and a new entry will be created instead.
 - Select the Import button to import the data.

- Step 6. Once the upload is complete verify the data imported correctly by viewing the JDTA structure in the left pane.

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CHAPTER 6

PROJECTS

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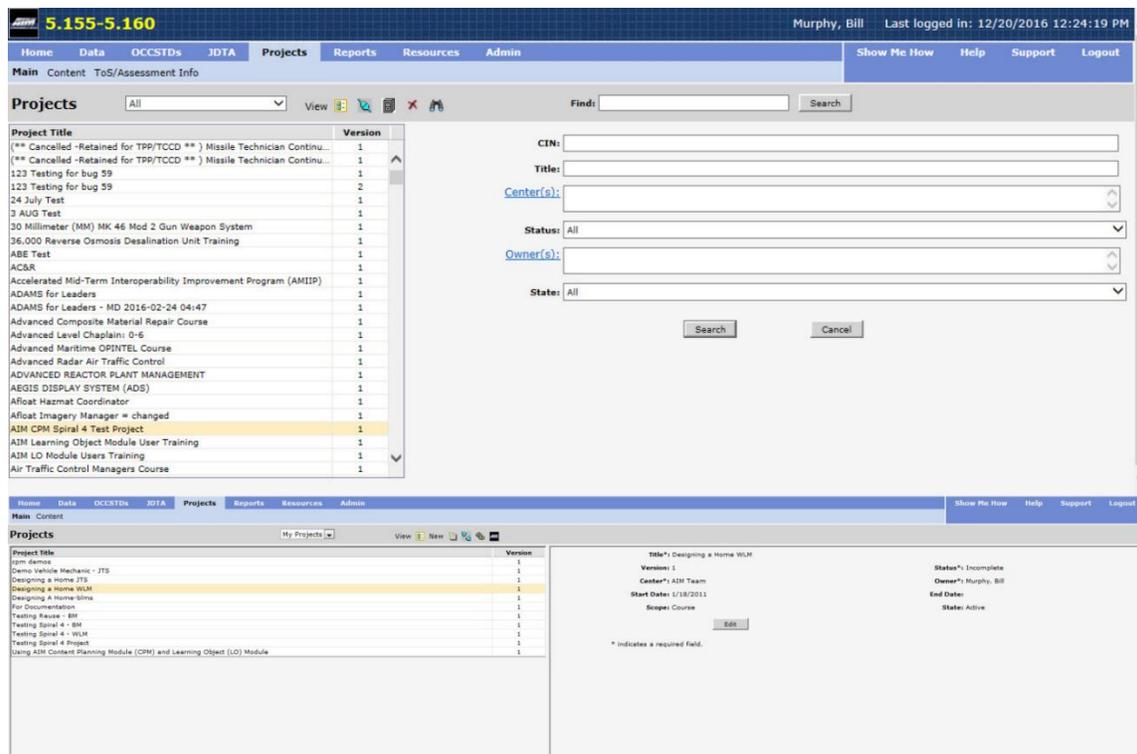
6.0 PROJECTS

The Projects tab provides an area where you can:

- Create and manage Projects
- Develop a Training Project Plan (TPP) and Training Course Control Document (TCCD) for Curriculum
- Develop Curriculum Outline of Instruction (COI)
- Develop Reports

6.1 PROJECTS WINDOW

Selecting the **Projects** tab from the CPM Homepage opens the Projects window. The Projects default to *My Projects* in the drop-down, and lists the projects in which you have been designated as a Team Member and the projects you created. From the drop-down arrow you can also select All, Active, Testing, and Inactive projects. From this window you can create a **New**  Project, **Show Details**  of an existing project, Deactivate  a Project you created, **Export**  a Project to EDE when completed, or Import . The project Resource Requirements List (RRL) from the EDE. Refer to Figure 6-1.



The screenshot displays the CPM interface for the Projects tab. The top navigation bar includes Home, Data, OCCSTDS, JDTA, **Projects**, Reports, Resources, and Admin. The user is identified as Murphy, Bill, with a last login of 12/20/2016 12:24:19 PM. The main content area is titled 'Projects' and features a search bar and a list of projects. The list includes columns for Project Title and Version. A search form on the right allows filtering by CIN, Title, Center(s), Status, Owner(s), and State. Below the main screenshot, a smaller view shows the 'My Projects' dropdown and a detailed view of a project titled 'Designing a Home WLR'.

Project Title	Version
(** Cancelled -Retained for TPP/TCCD **) Missile Technician Continu...	1
(** Cancelled -Retained for TPP/TCCD **) Missile Technician Continu...	1
123 Testing for bug 59	1
123 Testing for bug 59	2
24 July Test	1
3 AUG Test	1
30 Millimeter (MM) MK 46 Mod 2 Gun Weapon System	1
36,000 Reverse Osmosis Desalination Unit Training	1
ABE Test	1
ACAR	1
Accelerated Mid-Term Interoperability Improvement Program (AMIP)	1
ADAMS for Leaders	1
ADAMS for Leaders - MD 2016-02-24 04:47	1
Advanced Composite Material Repair Course	1
Advanced Level Chaplain: O-6	1
Advanced Maritime OPINTEL Course	1
Advanced Radar Air Traffic Control	1
ADVANCED REACTOR PLANT MANAGEMENT	1
AEGIS DISPLAY SYSTEM (ADS)	1
Afloat Hazmat Coordinator	1
Afloat Imagery Manager - changed	1
ADM CPM Spiral 4 Test Project	1
ADM Learning Object Module User Training	1
ADM LO Module Users Training	1
Air Traffic Control Managers Course	1

Figure 6-1. Projects

6.1.1 To create a New Project:

From the Projects window click on the **New**  project icon. This will open a window where you can enter the data for:

- Title
- Status
- Center
- Start Date
- End Date

The software automatically captures your name for Owner and the Status defaults to Incomplete.

The new project will be added to the list when you click on the **Save** button

6.1.2 Search

Searching for a specific Project can be done two ways, either by searching by keyword or by various Project attributes; CIN, Title, Center, Status, Owner, or State.

6.1.2.1 Project Attribute Search

To search by Project Attributes click on the search  icon and select which attribute values to search for, see figure below.

After selecting the Project attributes click the Search button. A list of matching Projects will appear in the left pane.

6.1.2.2 Keyword Search

To search for a Project by a keyword or phrase, type the text in the "Find" textbox and click the Search button. If the keyword or phrase is in the Project title the Project Title will appear in the left pane. The search is limited to the area highlighted in the left pane.

6.2 PROJECT MANAGEMENT

Project Management provides an area where you can identify Team Members, create Assignments for the Team and develop a Training Project Plan (TPP) and Training Course Control Document (TCCD).

To add project management data:

- Step 1 From the Projects window highlight the desired project in the list and click on the **View**  icon. Refer to Figure 6-1.

- Step 2 Open the Project Management folders by clicking on the adjacent '+' block.
- Step 3 Click on "Project Management". This will open the project properties window that was created when the project was created. The Title, Start Date, End Date and Owner and can be edited by clicking on the Edit button. *Refer to Figure 6-2.*

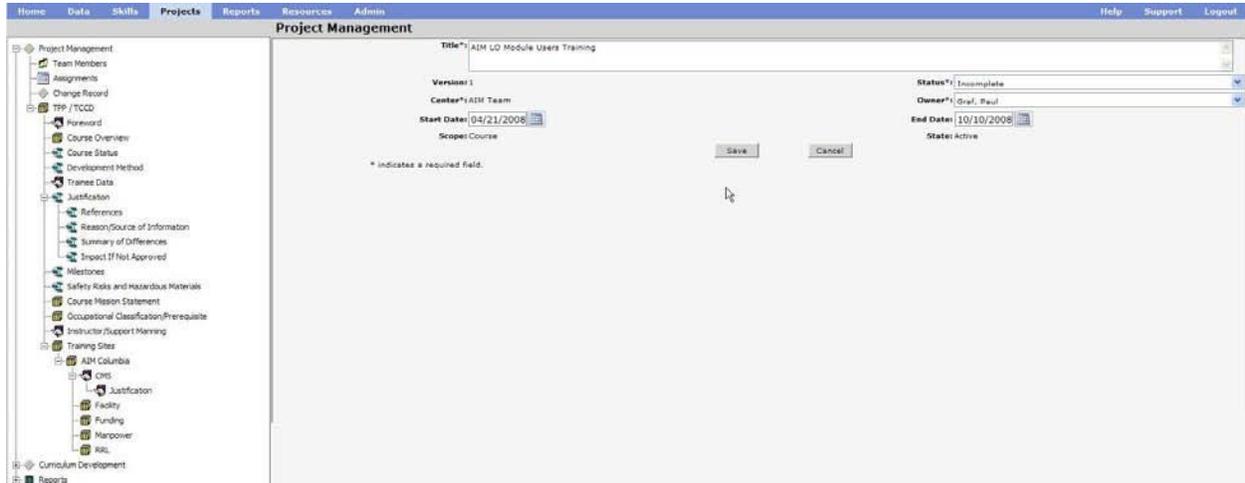


Figure 6-2. Project Management Window

The Project Management window contains folders for identifying:

- Project content information 
- Team Members  that are going to work on the project,
- Assignments 
- Change Record 
- Course information  contained in both TPP and TCCD
- TPP information , and
- TCCD information .

6.2.1 Team Members

To identify the team members responsible for the project:

- Step 1 Click on the **Team Member** folder in the Project Management tree structure. This will open the Team Members window that displays the Name of all Active CPM Users. *Refer to Figure 6-3.*
- Step 2 Click the Edit button then select the users that will be members of the team for the project by clicking on the member's **Role** column, clicking on the down arrow, and selecting from one of the following for each of the members:

- a. Content Developer
- b. Instructional Designer
- c. MT (MPA) - COI
- d. Project Editor
- e. Rating Lead
- f. Subject Matter Expert
- g. TCCD Approver
- h. TPP Approver.

NOTE:

The Project role supersedes the CPM System role, for example someone with a "View Only" system role can be granted "Project Editor" for a project and will have broad authority with that project.

Step 3 Click on the Save button to save your selections.

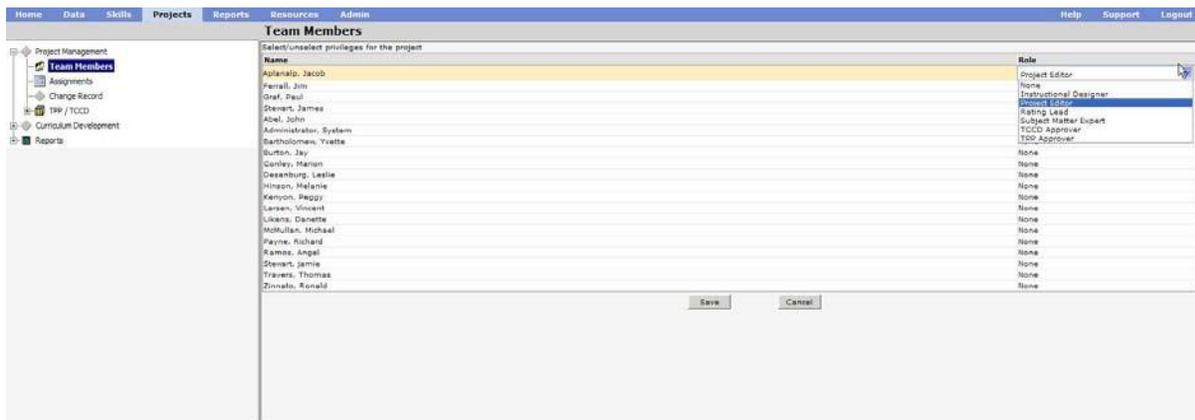


Figure 6-3. Team Members

6.2.2 Assignments

The Assignments folder will contain all the Assignments of the project. When the Assignments are added here they are also added to the Assignments on the Homepage for all Team Members.

The Assignments menu items consist of:

-  New icon – Create a new Assignment
-  Delete icon – Delete an Assignment from the list

To create a new Assignment:

- Step 1 Open Project Management folder by clicking on the adjacent '+' block.
- Step 2 Click on the **Assignments** folder.

Step 3 Click on the **New** icon. Refer to Figure 6-4.

The screenshot shows the 'Assignments' form in the CPM software. The form is titled 'Assignments' and has a navigation menu on the left with options: Project Management, Team Members, Assignments (highlighted), TPP / TCCD, Curriculum Development, and Reports. The main form area contains the following fields and information:

- Assignment Title:** A text input field.
- Title*:** A text input field.
- Project Title:** Interim Integrated Learning Environment Content Development
- Created By:** Travers, Thomas
- Date Created:** 3/13/2009 1:34 PM
- Start Date:** A date picker field.
- End Date:** A date picker field.
- Status:** A dropdown menu with 'Not Started' selected.
- Priority:** A dropdown menu with 'Normal' selected.
- Note:** A text area for additional information.
- Buttons:** 'Save' and 'Cancel' buttons.
- Footnote:** '* indicates a required field.'

Figure 6-4. Assignments

Step 4 Enter the desired information in the following fields:

- Title
- Start Date
- Status
 - Not Started
 - In Progress
 - Completed
 - Waiting
 - Deferred
- End Date
- Priority
 - Low
 - Normal
 - High
- Note

Step 5 When complete click on the **Save** button. The Assignment will appear in the list in the Assignment Title pane and on the Home Page by Start Date and Title. Once an Assignment has been added to the database, you will be able to assign a user to the Assignment. Refer to Figure 6-5.

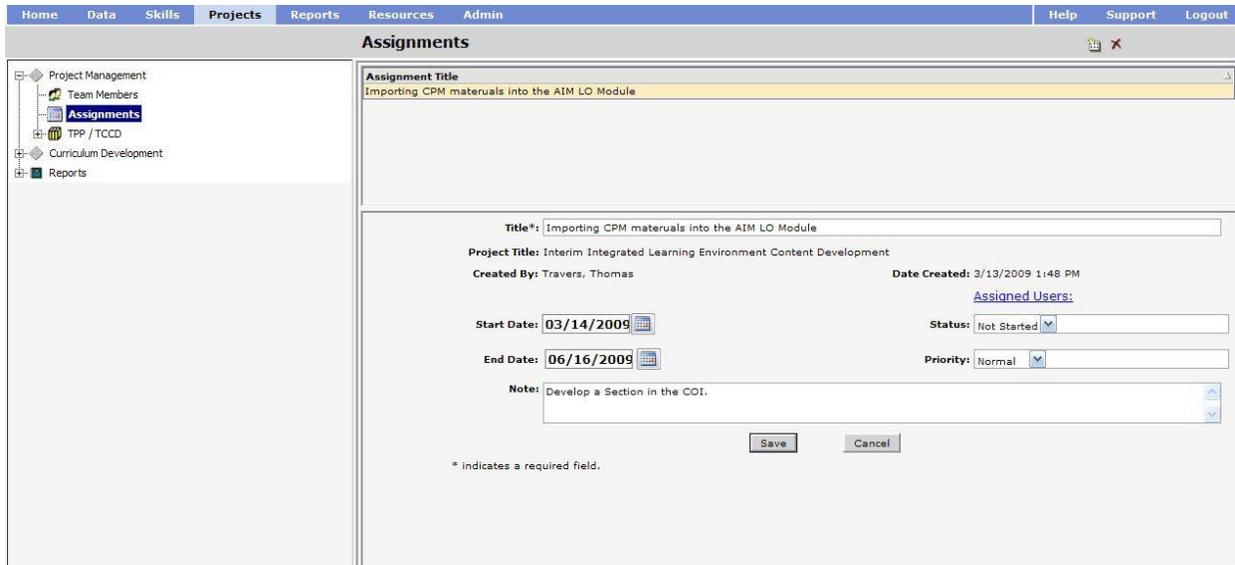


Figure 6-5. Assigned Users

Step 6 Click on [Assigned Users](#) to select the user(s) the assignment was created for. Refer to Figure 6-6.

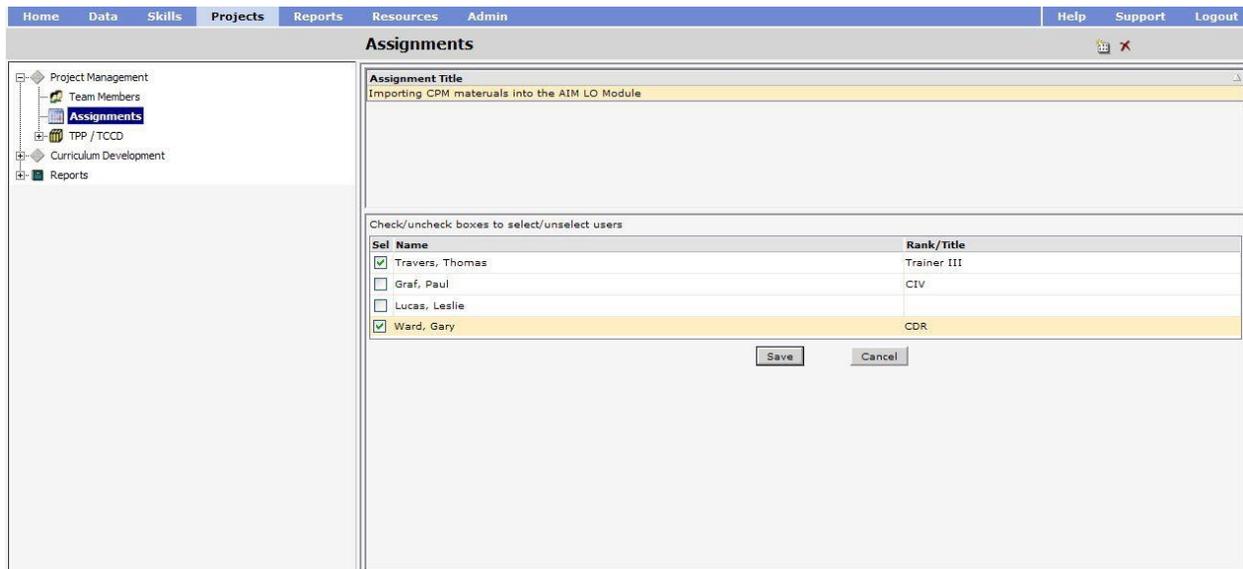


Figure 6-6. Selecting Assigned Users

NOTE:

The creator of the assignment is selected by default and can be unselected.

Step 7 Click on the select box to enter a check mark and identify the Team Member that the Assignment is intended for.

Step 8 Click on the Save button.

To delete an Assignment from the list:

- Step 1 Open Project Management folder by clicking on the adjacent '+' block.
- Step 2 Click on the **Assignments** folder.
- Step 3 Click on the Assignment you want to delete in the list.
- Step 4 Click on the **Delete** icon.
- Step 5 Click on **OK** when asked for confirmation to delete the Assignment or **Cancel** to return to the folder without deleting the Assignment.

6.2.3 Training Project Plan (TPP) and Training Course Control Document (TCCD)

A curriculum development project begins with planning, i.e., the gathering of information and the building of a plan for training material development. The output product of curriculum development planning is the Training Project Plan (TPP), which upon approval by the Curriculum Control Authority (CCA) becomes the authorization to undertake a new course development project.

NOTE:

Before starting a TPP or Project, review NETC policies related to Front End Analysis (FEA) and Business Case Analysis (BCA).

A TPP consists of the following elements (as applicable) in the ILE Project portion of the CPM:

- TPP/TCCD Course information
- Course Overview
- Course Status
- Development Method
- Justification for the Course, that includes:
 - References
 - Reason for and Anticipated Benefits of the Proposed Project
 - Summary of Differences (for a Revision)
 - Impact If Not Approved
- Milestones
- Safety Risks and Hazardous Materials
- Purpose of Course
- Occupational Classification/Prerequisite
- Training Sites/Course Data
- Resource Requirements List (RRL)

When the TPP is approved by the CCA the emphasis changes to the development of TCCD materials.

A TCCD consists of the following elements (as applicable) in the ILE Project portion of the CPM:

- TPP/TCCD Course information
- Foreword
- Course Overview
- Trainee Data
- Purpose of Course
- Occupational Classification/Prerequisite
- Instructor/Support Manning
- Training Sites/Course Data
- Course Master Schedule (CMS)
- Resource Requirements List (RRL)

6.2.3.1 TPP/TCCD Course Information

The TPP/TCCD course folder contains information that is common to both the TPP and the TCCD and is where you will enter the following course information, as applicable, in the fields provided and save the information to the database: *Refer to Figure 6-7.*

- Course Title
- Course Status: Incomplete, Complete, Locked for Review, or Approved
- CIN (Course Identification Number)
- Starting Fiscal Year
- Check box to identify CNATT compliant ERL data
- Training Type
- Prepared By
- Prepared For

The screenshot displays the 'Content Planning Module' interface. At the top, the user 'Murphy, Bill' is logged in as of 6/28/2011 4:54:12 PM. The main navigation bar includes 'Data', 'DCCSTDs', 'JDTA', 'Projects', 'Reports', 'Resources', and 'Admin'. The 'Projects' tab is active, showing a 'Content' section with 'TPP / TCCD' selected. On the left, a navigation tree lists various options like 'Project Management', 'Team Members', 'Assignments', 'Change Record', 'Foreword', 'Course Overview', 'Course Status', 'Development Method', 'Trance Data', 'Justification', 'Histories', 'Safety Rules and Hazardous Materials', 'Course Mission Statement', 'Occupational Classification/Prerequisite', 'Instructor/Support Planning', 'Training Sites', and 'Curriculum Development'. The main area shows the 'TPP / TCCD' form for 'Course Title*: Testing Rescue - BII'. Fields include 'Date:', 'Starting Fiscal Year*: 2011', 'Revision:', 'Training Type:', 'Work Center:', 'Prepared By: (Select Agency)', and 'Prepared For: (Select Agency)'. The 'TPP Status' is 'Incomplete' and 'TPP Type*' is 'New'. There are 'Save' and 'Cancel' buttons at the bottom. A note states '* indicates a required field.'

Figure 6-7. TPP/TCCD Course Information

6.2.3.2 Foreword

The foreword is not a required element of the TCCD but is a place to explain to reviewers any unique aspect of the course, which may not be apparent from the basic data.

6.2.3.3 Course Overview

List the course subjects. Note any changes from the previous project plan. For a new course this will be a description of the skills and knowledge to be attained. This is not intended to be the equivalent of a curriculum outline, or to contain objectives. The overview helps identify what the course will actually contain.

6.2.3.4 Course Status

- New - course or new to your Training Activity.
- Revision - A modification to any course terminal objective, increase in course length, or training material change that requires additional resources.
- Deactivation - Course will no longer be taught at your activity, or another activity for which you are CCMM for, and is not being replaced by another course.

6.2.3.5 Development Method

The Development Method element of the TPP contains information about the documents that will be produced, Learning Objects, and Mode of Instruction for the course if the TPP is approved by the CCA. Refer to Figure 6-8.

Development Method

The documents that will be produced for this course will be as follows:

- Training Project Plan
- Personnel Performance Profile
- Training Course Control Document
- Training Guide
- Instructional Media Materials
- Support Materials
- Course Training Task List
- Training Path System
- Lesson Plan
- Knowledge/Performance Tests and Administrator's Guides
- Testing Plan

Learning Objects:

- None
- Instructor-Led
- Web-Based
- Blended

Mode of Instruction:

* Indicates a required field.

Save Cancel

Figure 6-8. Development Method

6.2.3.6 Trainee Data

The Trainee Data element of the TCCD consists of personnel physical requirements, security clearances, obligated service, and NOBC/NEC/MOS earned. Refer to Figure 6-9.

Trainee Data

Personnel Physical Req.*: None

Security Clearance*: Secret

Obligated Service*: 12 (Months)

NOBC/NEC/MOS Earned: 3316

* Indicates a required field.

Save Cancel

Figure 6-9. Trainee Data

6.2.3.7 Justification

There must be a reason (or reasons) to undertake the development of a new course or the revision of an existing course. The justification for initiating the development of a new course or the revision of existing training materials can come from:

- Navy Training Plans (NTPs) (OPNAVINST 1500.8)
- Tasking by higher authority
- Internal course reviews and local command initiatives
- External course reviews

- Surveillance and external feedback
- Training appraisal
 1. Reference - The principal document for stating billets, personnel, military construction, and training material support requirements of the system, subsystem, components, or non-hardware oriented development, to produce trained and qualified personnel required to install, operate, maintain, or otherwise use the same being introduced into the Navy.
 2. Reason for and Anticipated Benefits of the Proposed Project: new course, revision, or cancellation:

New - Justification for expenditures of funds to support new training: No existing training for Fleet need; new hardware requiring operator and/or maintenance skills; NTP driven.

Deactivation - Fleet no longer requires this training, training is not cost effective: Obsolescence due to platform or equipment upgrades: training can be accomplished on- board: Training Realignment - course is no longer taught at one or more locations.

Change Directive: Tasking document which directs course revision, cancellation, or new course development. Examples include: Navy Training Requirements Review (NTRR) action items, Technical Training Audit action items, etc.
 3. The Summary of Differences is added when a TPP is being developed for a revision to a course. In general, a revision means that the course mission has changed, course length is increased, or additional resources are required. Identify the differences from the approved training material.
 4. Impact If Not Approved: Clearly describe the impact on fleet requirements and capabilities if the proposal is not undertaken.

6.2.3.8 Milestones

A time-phased narrative commencing with TPP approval, milestones shall include identification of major developmental products or events relating to the training materials development method selected, and end with implementation. Projected completion dates for each key event shall be indicated.

To edit an existing Milestone, highlight the Milestone and click the Edit button. To delete a Milestone, highlight the Milestone and click the Delete icon.

Click on the New icon and enter the Title, Location, Start and End Dates. A Note field is provided to explain the Milestone in detail if required. When completed, click on the Save button to save the milestone for the project. *Refer to Figure 6-10.*

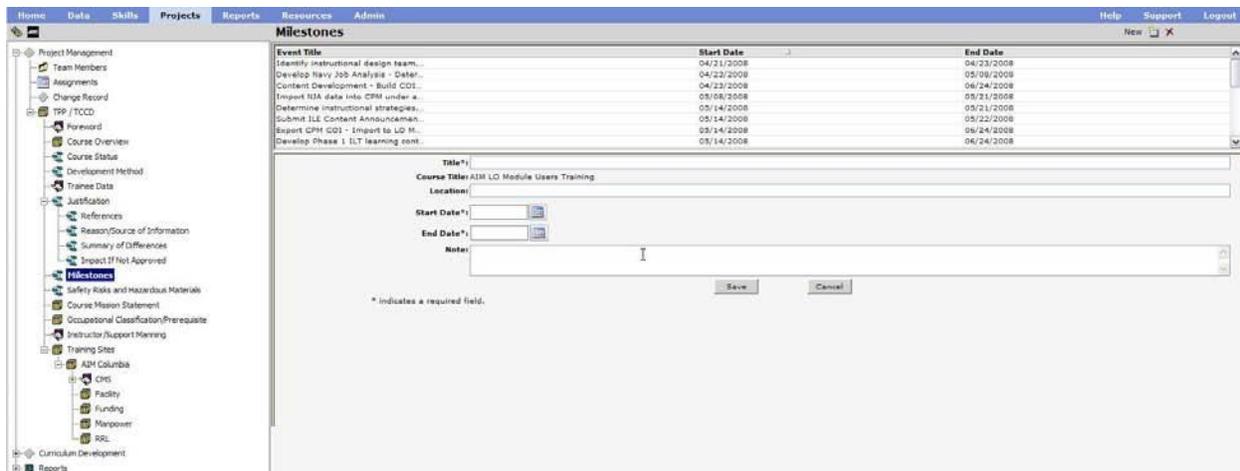


Figure 6-10. TPP Milestones

6.2.3.9 Safety Risks and Hazardous Materials

There are two check boxes, one for whether or not the course is high risk and one for whether or not the course contains hazardous materials. There is also a text box to add any other related information.

6.2.3.10 Purpose of Course

For a new course you should answer the following questions: Train who?; To do what?; Where?; Under what conditions?; What degree of qualification will be brought about by this training?

6.2.3.11 Course Mission Statement

The Course Mission Statement is closely related to the "Purpose of Course", however, some commands prefer Course Mission Statement. Please follow local guidance when populating each option, they will both print in related documents such as the Training Project Plan (TPP) and Training Course Control Documents (TCCD).

6.2.3.12 Occupational Classification/Prerequisite

- List the NEC/NOBC/MOS awarded upon completion of the course. If no classification exists or if a classification has been requested say so here.
- Describe the personnel eligible to attend the course.

6.2.3.13 Training Sites

Training Activity to which the Course Data applies. The Course Data is required for each activity that teaches the course. *Refer to Figure 6-11.*

The screenshot shows the 'Training Sites' form in the CPM software. The form is titled 'Training Sites' and has a 'New' button. It contains the following fields:

- Site Name* (Select Training Site)
- CDP:
- Course Length (in days)*: Current, Planned
- Class Hours*: Current, Planned
- Lab Hours*: Current, Planned
- PA Hours*: Current, Planned
- Site Consideration:
- Class min. Capacity*: Current, Planned
- Class max. Capacity*: Current, Planned
- Class Convenings*: Current, Planned
- Average On Board: 0.00, 0.00
- Student Throughput*: Current, Planned

There are 'Save' and 'Cancel' buttons at the bottom of the form. A note below the form states: '* indicates a required field.'

Figure 6-11. TPP/TCCD Training Sites

To add a Training Site:

- Step 1 Click on the Training Sites element or an existing Training Site.
- Step 2 Click on the  New icon.
- Step 3 Enter the Site Name and the CDP if assigned.

NOTE: For a New TPP enter information in the Planned columns. For a Revision TPP enter information in both Current and Planned.

- Step 4 Enter the Class and Lab hours in the appropriate fields. Enter hours in the PA (Practical Application) fields, a CNATT identifier, if applicable.
- Step 5 Enter the Minimum and Maximum Class Capacities.
- Step 6 Enter the number of times the course will be taught in a year in the Class Convenings field.
- Step 7 Enter the number of students you expect will graduate from this course in a year in the Student Throughput field.
- Step 8 Enter the Manpower Totals expected to be needed to conduct this training at this site.
- Step 9 Enter any additional Site Considerations in the "Site Considerations" text box.
- Step 10 Click on the Save button. Average on Board will be computed by the software.

6.2.3.13.1 CMS

The CMS Events Module allows the user to manage the CMS using training events. In the CMS Events Module a Period length is 60 minutes, this is adjustable.

There is no restriction on the order in which events can be placed. The Events will be displayed

in the order specified by the user, not necessarily in the order of the Sections within the COI. Initially topics are created from the Curriculum Outline of Instruction with their associated Section Number. When creating a new Event, you are prompted to select which Section to associate to it.

The following Event Types are available from a dropdown menu on the Type column:

- Administrative Time
- Aircraft
- Alternate Event
- Brief
- Classroom
- Clinical
- Computer Based Training - Classroom
- Computer Based Training - Lab
- Field
- Final Comprehensive Test
- General Military Training
- Homework
- Knowledge Test
- Lab Practical
- Laboratory
- Lunch
- Midcourse Comprehensive Test
- Performance Test
- Physical Readiness Test
- Physical Training
- Practical Comprehensive Test
- Practical Work Comprehensive
- Pretest
- Quiz
- Remedial Study
- Review
- Shop

- Trainer
- Trip
- Written Test

The Length (H:MM) column denotes the length of the event in hours and minutes. If the time is input in strictly minutes and it exceeds 60 minutes the length will be converted to hours: minutes when the CMS is saved. The CMS output is listed in Periods which are 60 minutes in length, therefore if the Length is 2:00 (2 hours) the CMS output will list two Periods for the Event, any fraction of an hour will be listed as an additional Period. For example if the Event Length is 2:30 (2 hours 30 minutes) the CMS output will list three Periods.

The Ratio column denotes the Student/Instructor Ratio for the event. The default Student value comes from the Planned Maximum Class Capacity of the Learning Site.

The Bottleneck column denotes a restriction in training which requires a different Student/Instructor ratio than normal for this event.

The Justification Text box at the bottom of the pane is used for a brief description of the reason for a Bottleneck. The Justification for the Bottleneck can be described in detail in the CMS sub-element "Justification".

Each Learning Site has their own CMS based on the CMS of the CCMM. Learning Sites other than the CCMM can only change the student/instructor ratios and bottleneck ratios. Adding events or resequencing events can only be done to the CCMM CMS.

6.2.3.13.1.1 CMS Events Options

6.2.3.13.1.1.1 Add

To Add Events to the CMS complete the following steps:

- Step 1 With the CMS element highlighted in the left pane, click the Edit button.
- Step 2 From the icon bar select the "New" icon.
- Step 3 Select the Section to associate with the new event, if no Section is to be associated with the new event select "Do not associate to a Section" at the top of the list.
- Step 4 Click on the newly added line item to edit, all fields except the Section Number can be edited. When done, click the Save button.

6.2.3.13.1.1.2 Resequencing

To resequence events complete the following steps:

- Step 1 Click on the Resequence icon.
- Step 2 Drag and drop events into the desired order.
- Step 3 Click the Save button.

6.2.3.13.1.1.3 Delete

The Delete option is used to delete highlighted Events. Highlight the desired Event and select the **Delete** icon from the Icon menu bar.

6.2.3.13.1.1.4 Add Missing Sections

To add missing Topics to the CMS select the **Add Missing Sections** icon from the icon bar. All Sections from the COI not already included in the CMS will be added. Period, Ratio, and Bottleneck columns may require further editing.

6.2.3.13.1.1.5 Change the Section associated to an Event

To change which section is associated to a particular event, highlight the event in the list and click the *Select* button in the toolbar. This displays a list of Sections within the Course.

6.2.3.13.2 Facilities

The top portion of the Facilities screen is used to identify Compensation Funding for Facilities, there are text boxes for the Amount, Shortfall, and the Source of the Compensated Funds. The Facilities section is used to describe any physical alterations required to conduct training at a training site, if no alterations are required it should be stated.

6.2.3.13.3 Funding

The top portion of the Funding screen is used to identify Compensation Funding, there are text boxes for the Amount, Shortfall, and the Source of the Compensated Funds. The bottom portion of the screen has eight columns, the first three columns are for the Appropriation Code, the Activity Group Code and the Expense Category Code, the remaining five columns are for the amount of funding starting with the current fiscal year and going out two more years.

6.2.3.13.4 Manpower

The top portion of the Manpower screen is for Compensated Billets there are text boxes for the Compensated Billets, the Billet Shortfall, and the Source of where the billets came from. The bottom portion of the screen is a billet matrix for the current fiscal year and the following two years.

There are five different Personnel Types; Officer, Enlisted, Civilian, Contractor, and Support. For each Personnel Type there are five different Billet Types:

1. Required. This is the number of billets required to conduct training.
2. Authorized. This is the number of billets authorized by Navy Manpower.
3. Compensated. This is the number of billets being compensated from another source, this should match the information in the top portion of the screen.
4. Available. Available billets are used when cancelling a course, these are billets identified as being made available to the Navy.
5. Delta. The Delta is the difference between the combination of Authorized Billets and Compensated Billets against Required Billets. ($AB + CB = RB$). For example if there are

2 Authorized Billets and 2 Compensated Billets but the Required Billets is 6, the Delta would be 2. ($2 + 2 = 6$, difference or Delta is 2).

6.2.3.13.5 RRL

The RRL screen is initially blank, to add resources to the TPP/TCCD follow these steps:

- Step 1 From the drop-down menu select the desired Resource Category.
- Step 2 Once the Resource Category has been selected Click the Edit button.
- Step 3 Click on the checkbox next to the desired resource. More than one resource can be selected but it is recommended only one resource be selected at a time.
- Step 4 Once a resource has been selected fill in the information for Quantity On Hand and Quantity Required.
- Step 5 Click the Save button.

If the desired resource is not seen in the list of resources click on the filter icon to turn filtering off, this will show a complete list of available resources.

6.2.3.14 Additional TCCD Information

Once the TPP has been Approved the TPP/TCCD will split into two separate sections the following information can then be entered by selecting the appropriate section from the tree structure in the left pane.

6.2.3.14.1 Foreword

The foreword is not required but serves as a place to include amplifying data that may not be readily apparent from the basic data.

6.2.3.14.2 Trainee Data

Trainee Data includes the following four sub-categories:

1. Personnel Physical Requirements, any physical attribute the trainee must have prior to attending training.
2. Security Clearance, the Security Clearance required to attend the course, not necessarily the clearance of the course, for example, an unclassified course may be taught in a secure building, the trainee would need the security clearance that would allow entry into the building.
3. Obligated Service, any time the trainee is require to extend his service agreement to attend the training.
4. NOBC/NEC/MOS Earned, any job specialty classification earned by completing the training.

6.2.3.14.3 Instructor/Support Manning

Instructor and support personnel manning numbers are entered here.

6.2.3.15 Bulk Approving Course Objectives

If the course is selected, the first time Bulk Approve is clicked, all completed section objectives are listed and can be selected and approved. The second time Bulk Approve is clicked, all completed lesson objectives are listed and can be selected and approved.

- Step 1 Select the course in the Curriculum Development tree structure.
- Step 2 Click on the Bulk Approve  icon and select Approve from the selection.
- Step 3 Check the Objectives to approve from the list that appears. If no Completed Objectives are available to approve, acknowledge the message that states this.
- Step 4 Click Save to approve the selected objectives.

6.2.3.16 Approving a TCCD/Course/Project

In order to approve a TCCD or the Project as a whole, the content and objectives of the course have to be approved first. Then the Project can be approved.

- Step 1 Select the desired project on the Projects tab and click View.
- Step 2 Select Project Management and then click Edit.
- Step 3 Select Approved from the Status drop-down list box.
- Step 4 Click Save and OK to approve the TCCD, Course, and Project.

6.2.4 Testing Plan

The Testing Plan allows for the development of a NAVEDTRA compliant plan. Placeholder sections have been used for documents that are created outside the CPM program.

6.2.4.1 To Create a Test Plan

- Step 1 Open the Project Management folder by clicking on the adjacent '+' block.
- Step 2 Click on the **Testing Plan** folder.
- Step 3 When the pop-up for no testing appears, select the "OK" button to create.
- Step 4 Enter data in all of the required fields.
- Step 5 Click on **Save** when asked for confirmation or **Cancel** to return to the folder without editing the Testing Plan.
- Step 6 Select the Minimum Passing Grade subfolder and then click **Edit**.
- Step 7 Enter data in the text box.
- Step 8 Click on **Save** when asked for confirmation or **Cancel** to return to the folder without editing the Testing Plan.

- Step 9 Select the **Justification Comments** subfolder and then click Edit.
- Step 10 Enter data in the text box.
- Step 11 Click on **Save** when asked for confirmation or **Cancel** to return to the folder without editing the Testing Plan.
- Step 12 Select the **Test Procedures** subfolder and then click **Edit**.
- Step 13 Enter data in the text box.
- Step 14 Click on **Save** when asked for confirmation or **Cancel** to return to the folder without editing the Testing Plan.
- Step 15 Select the **Matrix** subfolder and then click **Edit**.
- Step 16 Enter the weight of each assessment (developed in the Curriculum Development section, below). Verify the data entered for the assessments. Only assessments entered below will be added to the matrix and displayed here.
- Step 17 Click on **Save** when asked for confirmation or **Cancel** to return to the folder without editing the Testing Plan.

6.3 CURRICULUM DEVELOPMENT

The curriculum development portion of the project is where you will select the performance requirements and develop the Curriculum Outline of Instruction (COI) for the Course.

6.3.1 Performance Requirements

Under the Performance Requirements folder you will select the Occupations, Jobs, Duties, Tasks, Subtasks, and Steps for the training you are developing. *Refer to figure 6-12.*

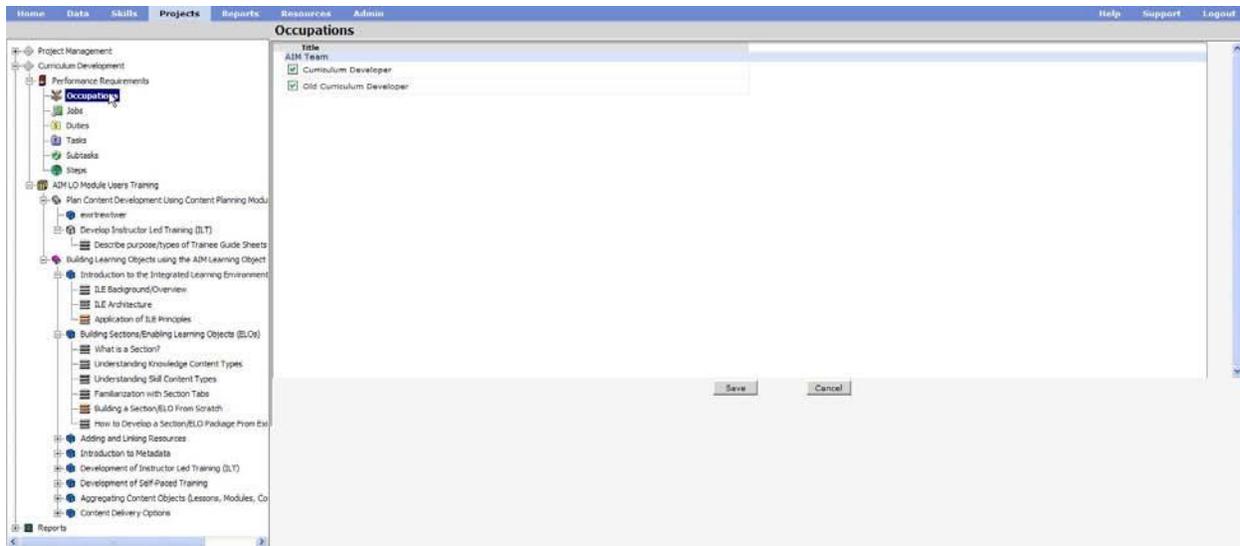


Figure 6-12. COI Performance Requirements – Occupations

To select the applicable Occupation for your Center:

- Step 1 Open the **Curriculum Development** folder by clicking on the adjacent '+' block.
- Step 2 Open the **Performance Requirements**  folder by clicking on the adjacent '+' block.
- Step 3 Click on the **Occupation**  sub-folder to open the Occupations window for your Center.
- Step 4 Click on the check block/s to select the Occupation/s that will take the course.
- Step 5 Click on the **Save** button.

To select the applicable Jobs for the Occupation/s selected:

- Step 1 Click on the **Jobs**  sub-folder to open the Jobs for the Occupation/s selected.
- Step 2 Click on the check block/s to select the Job/s.
- Step 3 Click on the **Save** button.

To select the applicable Duties for the Job/s selected:

- Step 1 Click on the **Duties**  sub-folder to open the Duties for the Job/s selected.
- Step 2 Click on the check block/s to select the Duties.
- Step 3 Click on the **Save** button.

To select the applicable Tasks for the Duties selected:

- Step 1 Click on the Tasks  sub-folder to open the Tasks for the Duties selected.
- Step 2 Click on the check block/s to select the Task/s .
- Step 3 Click on the Save button.

To view the applicable Subtasks for the Tasks selected:

Click on the **Subtasks**  sub-folder to view the Subtasks for the Task/s selected. Suggested New Subtasks can be submitted for approval through your CPM System Administrator. Refer to Figure 6-13.

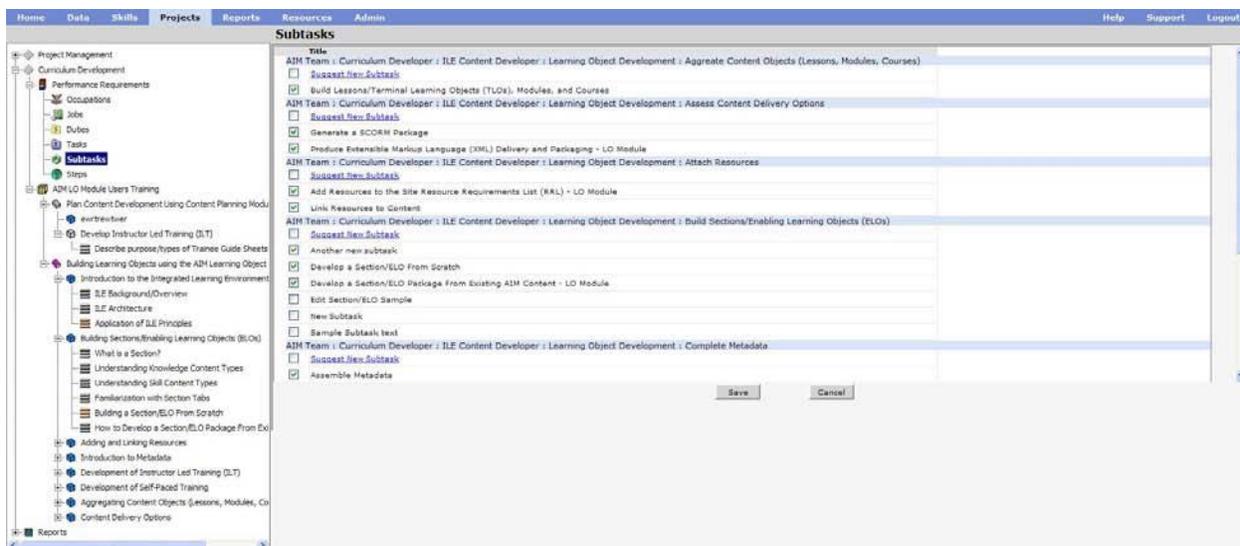


Figure 6-13. COI Performance Requirements – Subtasks

To view the Steps for the Subtasks selected:

Click on the **Steps**  sub-folder to view the Steps for the Subtasks for the Tasks selected.

To select a new version of a skill

In order to select a new version of a skill in the Performance Requirements tree structure, not only does the skill have to be approved first, but the Job has to be approved as well. Once the job has been approved, the new version can be selected as noted above. Then the skill can be selected just like any other approved skill.

6.3.2 Curriculum Outline of Instruction (COI)

The folder identified by the icon  of three books side by side is your course title, identified in

the Course Data of your TPP. From this folder you will create the COI for your course that will contain:

- The Course Title
- Modules that can contain one or more Lessons
- Terminal Objective for each Lesson
- Lessons that can contain one or more Sections
- Enabling Objective for each Section

In addition to the course icon , a Module is identified by a single diagonal book , a Lesson by a box , a Section by three horizontal lines  and a Terminal or Enabling Objective by a plum colored and underline Objective.

The icons of the COI are color coded to identify their status:

- Pink – Title linked to a Skill Group
- Blue – Title linked to a Task
- Orange – Title linked to a Sub-Task
- Yellow - Title was developed from a Step
- Green – Unique Knowledge
- Gray - No link assigned

6.3.2.1 Delivery Method

To enter the delivery method for the Course:

- Step 1 Click on the Course  icon.
- Step 2 Click on the drop-down arrow in the Delivery Method field and select the appropriate method. *Refer to Figure 6-14.*
- Step 3 Click on the Save button.



Figure 6-14. Delivery Method

To add ISD Considerations information for your Course:

Step 1 Click on the [ISD Considerations](#) link. Refer to Figure 6-15.

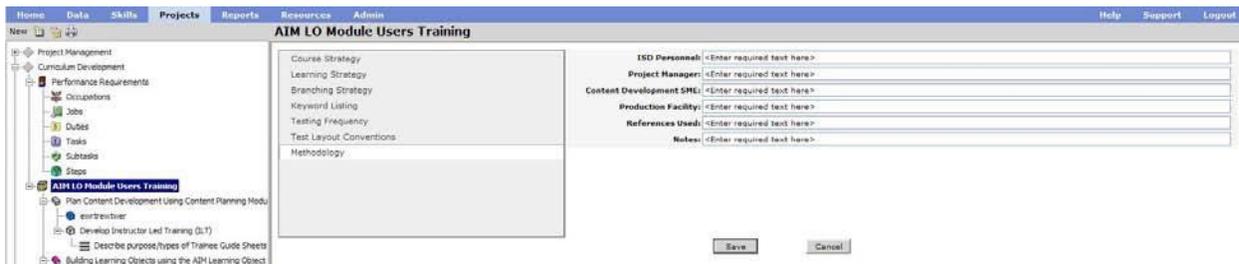


Figure 6-15. ISD Considerations for Course

Step 2 Click on the desired item, add your comments in the text field.

Step 3 Click on the Save button.

6.3.2.2 Adding a Module to a Course

Modules can be created from Skill Basis: Skill Group or Tasks and Attributes: Ability, Knowledge, Resource, Skill or Tool. If no data is present in the database for the Module being developed you can select None to add the Module title.

To add a Module to the COI:

Step 1 Click on the Title of your course.

Step 2 Click on the New  icon. Refer to Figure 6-16.

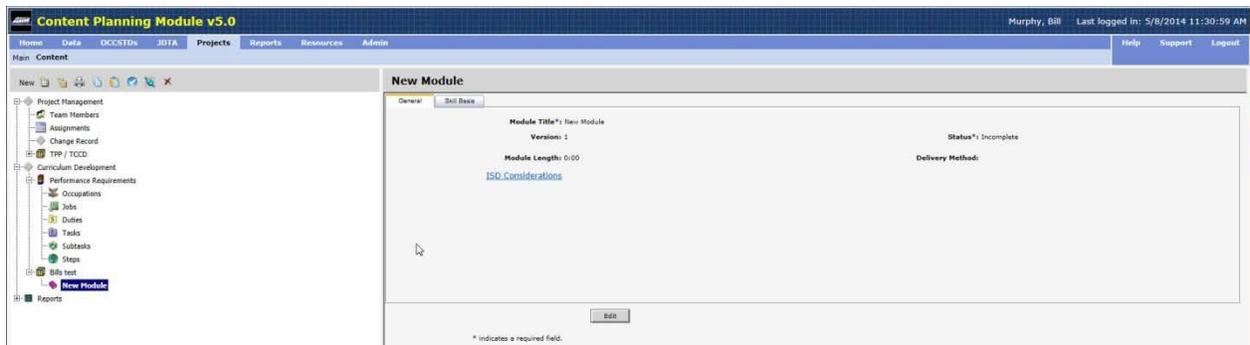


Figure 6-16. New Module

- Step 3 Enter the title of the Module in the Module Title field.
- Step 4 Select the delivery method from the drop-down menu.
- Step 5 Select the Skill Basis from the Skills Basis tab:

1. Click the Select Icon .
2. Expand the tree as needed to find the desired Duty, Task or KSATR, *see* Figure 6-17.

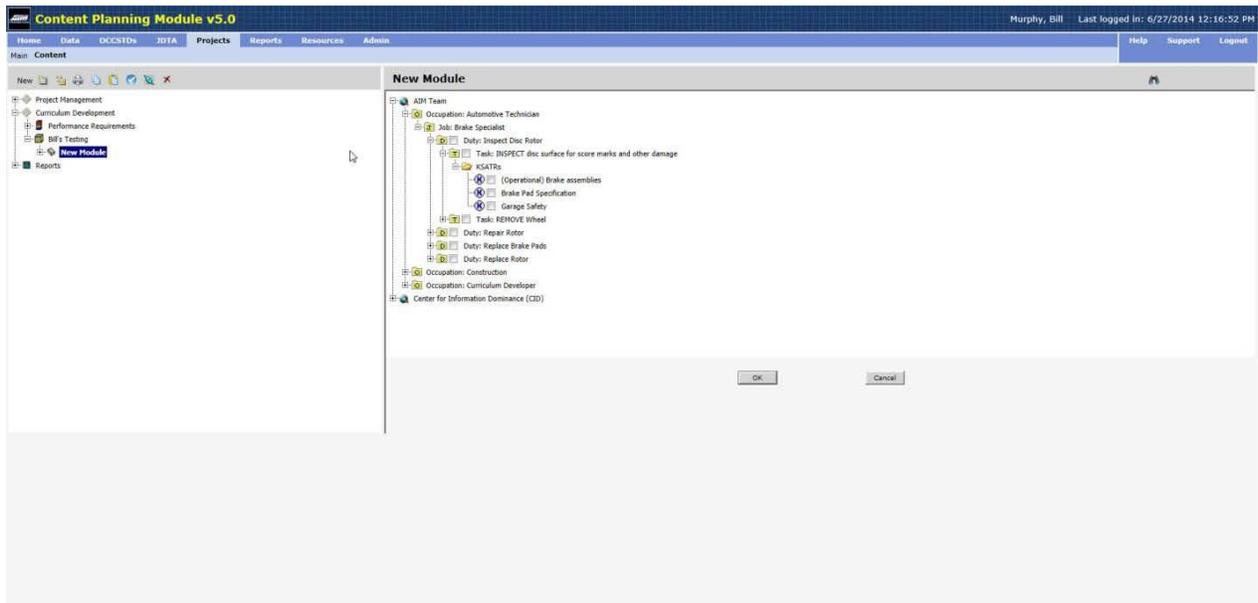


Figure 6-17. Duties, Tasks, and KSATRs

3. Click the checkbox next to the desired Duty, Task or KSATR to select it.
 4. Click the OK button.
 5. Click the Save button.
- Step 6 After clicking the Save button click on the [ISD Considerations](#) link.
- Step 7 Add information for the appropriate ISD Considerations for the Module. *Refer to*

Figure 6-18.

Figure 6-18. ISD Considerations for Module

Step 8 Click on the Save button to save your Module.

6.3.2.3 Adding a Lesson to a Module

Adding a Lesson to a Module is accomplished by completing two processes: Adding the title of the Lesson to the Module and developing a Terminal Objective Statement to the Lesson.

To add a Lesson to a Module:

Step 1 Click on the desired Module of your course in the COI tree structure.

Step 2 Click on the New  icon. Refer to Figure 6-19.

Figure 6-19. New Lesson

Step 3 Enter the title of the Lesson in the Lesson Title field.

Step 4 Select the delivery method from the drop-down menu.

Step 5 Select the Skill Basis from the Skills Basis tab

1. Click the Select Icon .
2. Expand the tree as needed to find the desired Duty, Task or KSATR, see Figure 6-17.
3. Click the checkbox next to the desired Duty, Task or KSATR to select it.
4. Click the OK button.
5. Click the Save button.

NOTE:

If a Skill Basis was selected, when you save you will be given the option to use the linked JDTA item (for example Task) as the default wording for the learning objective. You will be able to edit the learning objective.

Step 6 Click on the [ISD Considerations](#) link.

Step 7 Click the Edit button to add information for the appropriate ISD Considerations for the Lesson. *Refer to Figure 6-20.*

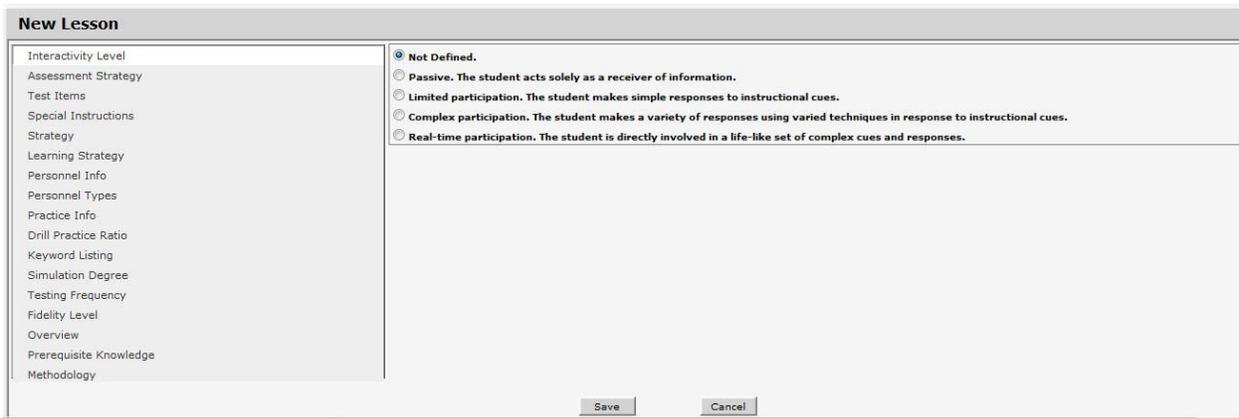


Figure 6-20. ISD Considerations for Lesson

Step 8 Click on the Save button to save your Lesson.

To develop a Terminal Objective Statement (TOS) for the Lesson:

- Step 1 Click on the Lesson  title in the COI tree structure.
- Step 2 Click on [Objective](#). The Objective development window will open. *Refer to Figure 6-21.*

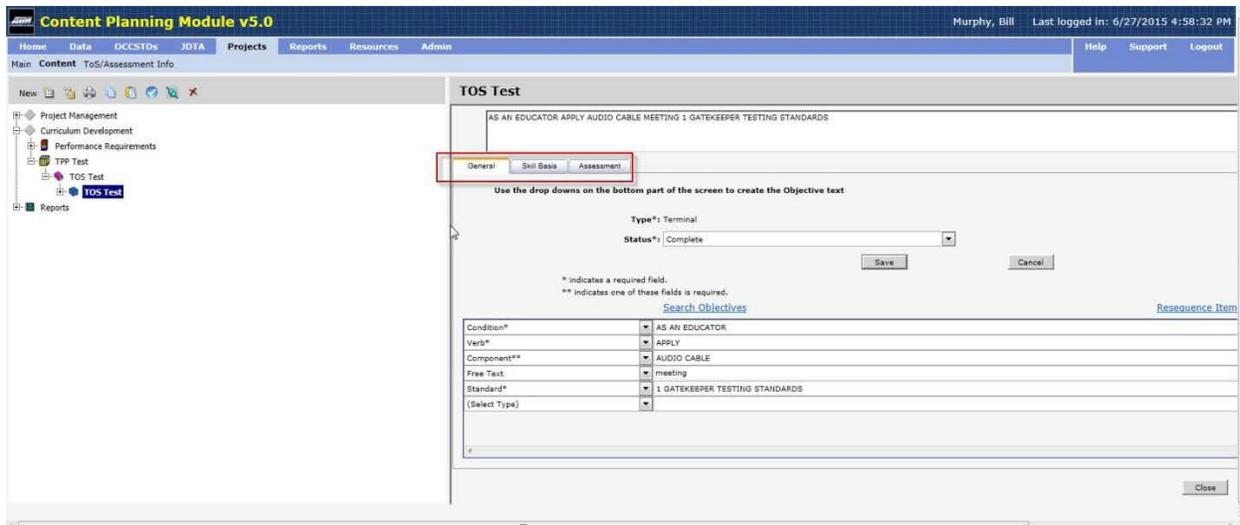


Figure 6-21. Objective Development Window

- Step 3** In the Select Type field click on the drop-down arrow and select the desired type of entry to begin developing your objective. One or more of the double asterisk items must be selected, single asterisk items of a type are mandatory, and the remaining types are optional to make an objective complete.
- Step 4** Repeat Step 3 until you have all the types desired.
- Step 5** Click on the Save button to save your selections.

NOTE:

You can also choose the "Search Objectives" link to find an existing objective to use or edit.

- Step 6** To Re-sequence the types of your objective click on the [Resequence Items](#) link. Drag and drop orange boxes to the location desired. Click on the Save button to save the new sequence.
- Step 7** To delete a selected type, highlight the item and click on the Delete button adjacent to it. Click on the Save button to complete your deletion.

6.3.2.3.1 Lesson Objective Tabs

There are three Lesson Objective tabs, they are:

- **General** The General tab has the following elements:
 - **Type** This is the type of Learning Objective, Terminal or Enabling. This element is not editable from this tab.
 - **Status** This is the status of this Learning Objective; Incomplete, Complete, Locked for Review, or Approved. The status can only be changed from Incomplete when all Objective requirements have been met.

- **Objective Development Block** These are the blocks used to develop the Learning Objective, these work the same as in the Objective hyperlink in Lessons and Sections.
- **Skills Basis** The Skills Basis tab lists the Skills Basis for the highlighted Learning Objective. This information is not editable from this screen.
- **Assessment** The Assessment tab has the following elements:
 - **Proficiency Level**
 - Knowledge Proficiency Levels
 - KPL1 - Knowledge/Comprehension
 - KPL2 - Application/Analysis
 - KPL3 - Synthesis/Evaluation
 - Skill Proficiency Levels
 - SPL1 - Imitation
 - SPL2 - Repetition
 - SPL3 – Habit
 - **Passing Criteria (%)** The percentage of correct responses needed to pass.
 - **Criticality Index** The Criticality Index is derived from the following elements:
 - **Criticality:**
 - 0 - Not Selected
 - 1 - Not Critical
 - 2 - Moderately Critical
 - 3 - Critical
 - **Difficulty:**
 - 0 - Not Selected
 - 1 - Easy
 - 2 - Moderately Difficult
 - 3 - Difficult
 - **Course Relation:**
 - 0 - Not Selected
 - 1 - Indirectly Related
 - 2 - Closely Related
 - 3 - Directly Related

6.3.2.4 Adding a Section to a Lesson

Sections can be created from Tasks, Subtasks, or Steps contained in the database for the

Performance Requirements selected. If no data is present in the database for the Section being developed you can leave the Skill Basis blank.

To add a Section to a Lesson:

- Step 1 Click on the desired Lesson of your course in the COI tree structure.
- Step 2 Click on the New  icon.
- Step 3 Enter the title of the Section in the Section Title field.
- Step 4 Select the delivery method from the drop-down menu: Self Paced, Instructor Led, Blended, Lab, or EPSS.
- Step 5 In the Content Type field click on the drop-down arrow and select the type of objective you will develop: Concept, Fact, Principle, Procedure, or Process.

A Section is referred to as a “topic” within the *Lesson*. The Section content (elements) varies depending on the type of Section selected.

There are five types of Sections:

- **Concept** – A class of items that shares common key features and is known by a common name.
- **Fact** – Unique, one-of-a-kind types of information.
- **Process** – A series of actions, changes, or functions that achieve an end result. It often is used when you need to illustrate a flow of events that describes how something works.
- **Procedure** – A sequential set of steps to be followed by one individual to accomplish a task or make decisions. Actions within the procedure must be done the same way each time within a given situation.
- **Principle** – A procedural job task that requires judgment or when guidelines must be applied to a situation.

If unsure as to which Content Type to select for a section, a Decision Wizard can be used. Click on the blue "?" next to the Content Type dropdown to activate the Wizard. Answer the "Yes" or "No" questions in the Wizard for each of the five content types. At the end of the questions, a percentage of each Content Type will be displayed. The user then has the option to select the Content Type determined by the Wizard, go back and adjust answers, or cancel the Wizard.

NOTE:

If in doubt about the type refer to the Navy ILE web site <https://www.netc.navy.mil/ile/>, select the tab for Policy and Guidance and refer to [Navy ILE Instructional Content Style Guide: Interactive Multimedia Instruction & Instructor-Led Training](#), document, paragraph 1.5 Content Types.

Step 6 Select the Cognitive Level from the drop-down menu: Apply or Remember.

Step 7 Select the Skill Basis from the Skills Basis tab

1. Click the Select Icon .
2. Expand the tree as needed to find the desired Duty, Task or KSATR, see Figure 6-17.
3. Click the checkbox next to the desired Duty, Task or KSATR to select it.
4. Click the OK button.
5. Click the Save button.

NOTE:

If a Skill Basis was selected, when saving the option to use the linked JDTA item (for example Task) as the default wording for the learning objective will be available. Editing the objective will still be available.

Step 13 Click on the [ISD Considerations](#) link.

Step 14 Click on the Edit button to input the desired ISD Considerations. *Refer to Figure 6-22.*

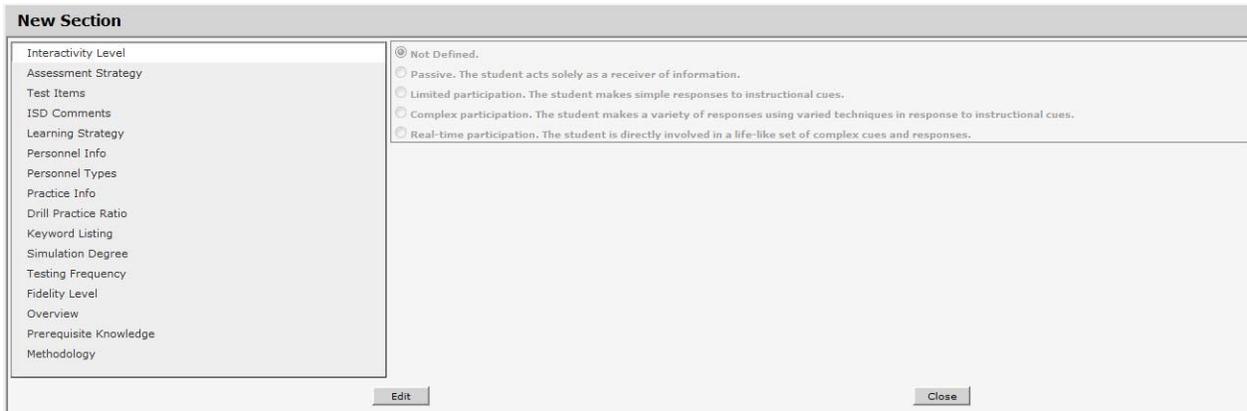


Figure 6-22. ISD Considerations Window

To develop an Enabling Objective Statement (EOS) for the Section:

- Step 1 Click on the Section  title in the COI tree structure.
- Step 2 Click on **Objective**. The Objective development window will open.
- Step 3 In the Select Type field click on the drop-down arrow and select the desired type of entry to begin developing your objective. One or more of the double asterisk items must be selected, single asterisk items of a type are mandatory, and the remaining types are optional to make an objective complete.

- Step 4 Repeat Step 3 until you have all the types desired.
- Step 5 Click on the Save button to save your selections.
- Step 6 To Re-sequence the types of your objective click on the [Resequence Items](#) link. Drag and drop orange boxes to the location desired. Click on the Save button to save the new sequence.
- Step 7 To delete a selected type, highlight the item and click on the Delete button adjacent to it. Click on the Save button to complete the deletion.

6.3.2.4.1 Section Objective Tabs

There are three Section Objective tabs, they are:

- **General** The General tab has the following elements:
 - **Type** This is the type of Learning Objective, Terminal or Enabling. This element is not editable from this tab.
 - **Status** This is the status of this Learning Objective; Incomplete, Complete, Locked for Review, or Approved. The status can only be changed from Incomplete when all Objective requirements have been met.
 - **Content Type** This is the Learning Content Type of the Section; either Concept, Fact, Principle, Procedure, or Process.
 - **Objective Development Block** These are the blocks used to develop the Learning Objective, these work the same as in the Objective hyperlink in Lessons and Sections.
- **Skills Basis** The Skills Basis tab lists the Skills Basis for the highlighted Learning Objective. This information is not editable from this screen.
- **Assessment** The Assessment tab has the following elements:
 - Proficiency Level
 - Knowledge Proficiency Levels
 - KPL1 - Knowledge/Comprehension
 - KPL2 - Application/Analysis
 - KPL3 - Synthesis/Evaluation
 - Skill Proficiency Levels
 - SPL1 - Imitation
 - SPL2 - Repetition
 - SPL3 - Habit
 - **Test Item Type** The type of Test Item associated with the highlighted Learning Objective; True/False, Multiple Choice, Fill-In-The-Blank, Two-Column Matching, or Performance-based.
 - **Passing Criteria (%)** The percentage of correct responses needed to pass.

- **Number of Test Items** The number of Test Items associated with the highlighted Learning Objective. This only applies to Enabling Objectives.
- **Criticality Index** The Criticality Index is derived from the following elements:
 - **Criticality:**
 - 0 - Not Selected
 - 1 - Not Critical
 - 2 - Moderately Critical
 - 3 - Critical
 - **Difficulty:**
 - 0 - Not Selected
 - 1 - Easy
 - 2 - Moderately Difficult
 - 3 - Difficult
 - **Course Relation:**
 - 0 - Not Selected
 - 1 - Indirectly Related
 - 2 - Closely Related
 - 3 - Directly Related

6.3.2.5 To Approve/Reject an Accepted Module, Lesson, Section:

- Step 1 Click on the desired accepted module, lesson, or section of the course in the COI tree structure.

Note: To set the status to Accepted, the content has to be Submitted and Accepted from AIM LO Module and updated in CPM from AIM LO Module.

- Step 2 Select the **Approve** or **Reject** button on the bottom of the right-hand screen.

Note: Once a Module or Lesson has been approved, no lessons or sections can be added to it. A new Module or Lesson Version would have to be created first.

Note: If you select Reject, a window opens for a required explanation to be entered. Click OK to save the explanation and Reject the content, resetting the Status to New for that content in CPM and Complete in AIM LO Module, or click Cancel to cancel the rejection process.

Note: The Rejection explanation can be viewed in CPM by clicking on the History icon.

6.3.2.6 To Create a New Version of an Approved Course, Module, Lesson, Section:

- Step 1 Click on the desired approved course, module, lesson, section of the course in the

COI tree structure.

- Step 2 Click on the **Create New Version**  icon. A new version is created, flagged, and ready to be edited. The Version drop-down allows the user to switch between the different available versions. To see the new version in AIM LO Module, the project will need to be exported from CPM and updated from EDE in AIM LO Module.

6.3.2.7 Select Copy Module, Lesson or Section

To reuse a Module, Lesson or Section from a different project, perform the following steps:

1. Highlight the position in the tree where you want the new element. Remember, highlight Course for new Module, Module for a new Lesson, and Lesson for a new Section.
2. Click on the Select Copy  Icon.
3. Click on the desired element(s) checkbox in the right pane.
4. Click the OK button.

NOTE

When using Select Copy it is important to note that the selected Module, Lesson or Section is NOT actually copied. A link is created between the original element and the new one. This means that any changes made to the new element will affect the original. Only users with Edit privileges to the original element can make changes.

To find the original section, mouse-over the link or select the element and read the location.

6.3.2.8 Linking a Module, Lesson, or Section

Modules, Lessons, and Sections can be reused in other Projects, this process is known as linking. It is important to note that linking does not create a copy of the element, rather, it creates a link to the original element for reuse in a different project. This is significant because any changes made to the new linked element will also be reflected in the original element. To link an element follow these steps:

- Step 1. Highlight the desired element.
- Step 2. Click the Copy  icon.
- Step 3. Move to the Project where the element is to be used.
- Step 4. Highlight the element where you want the linked element to appear. Elements must be linked to like elements, Modules to Modules, Lessons to Lessons, and Sections to Sections.
- Step 5. Click the Paste  icon and select Link. Selecting Move will remove the element from its original location.

Once an element has been link there will be a Linked  icon next to the element in the left pane. There will also be text in the right pane indicating the element is linked and giving the location of the original element.

The original element will also show text indicating that there is an element linked to it and it will give the location of the linked element.

6.3.2.9 Adding Assessments

Assessments can be added to lessons and sections as needed to support the testing plan. These assessments are added by selecting Assessment vice New Lesson or Section. Assessments cannot be the first item in a lesson or section.

6.3.2.9.1 To add an Assessment to a Lesson :

Step 1 Click on the desired Module of your course in the COI tree structure.

Step 2 Click on the New  icon. Select Assessment. Refer to Figure 6-23.

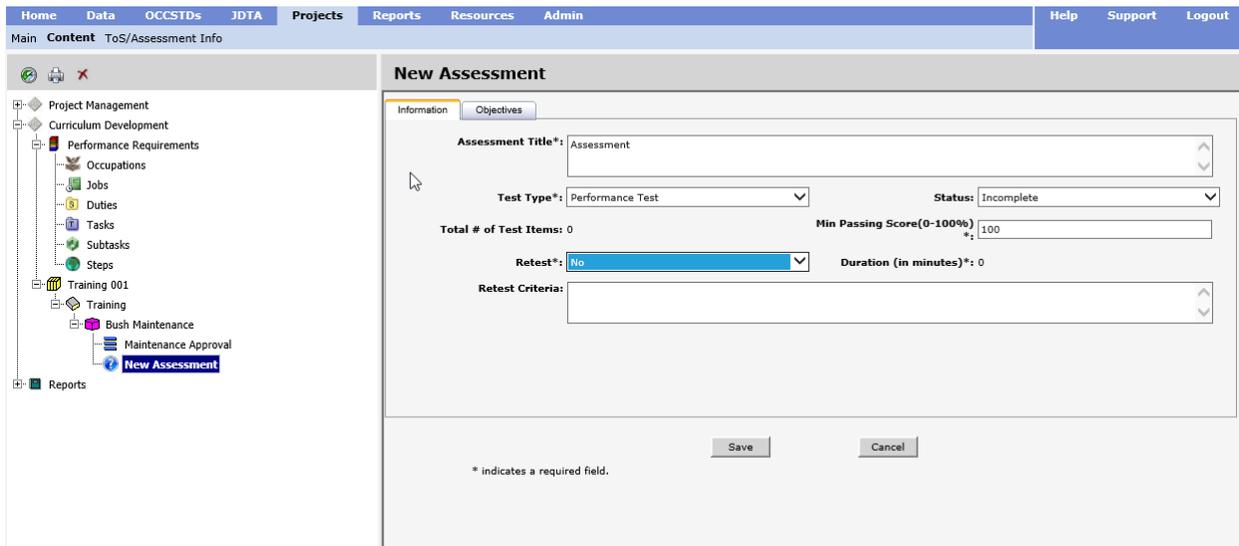


Figure 6-23. New Lesson

Step 3 Enter the title in the Assessment Title field.

Step 4 Select the test type from the drop-down menu.

Step 5 Select the status from the drop-down menu.

Step 6 Enter the minimum passing score.

Step 7 Select Retest from the drop-down menu.

Step 8 Enter text in the Retest Criteria, as needed.

Step 9 Click on the Save button.

- Step 10 Click on the [Test ISD Considerations](#) link.
- Step 11 Click the Edit button to add information for the appropriate ISD Considerations for the assessment. *Refer to Figure 6-24.*

The screenshot shows the 'New Assessment' form with the following fields and controls:

- Assessment Strategy*
- ISD Comments*
- Test Items*
- Test Layout Conventions
- Test Constraints
- Methodology
- Text area: <Enter required text here>
- Buttons: Edit, Close
- Legend: * indicates a required field.

Figure 6-24. ISD Considerations for Lesson

- Step 12 Click on the Save button.
- Step 13 Click on the [Test Instructions](#) link.
- Step 14 Click the Edit button to add information for the appropriate Test Instructions for the assessment. *Refer to Figure 6-20.*
- Step 15 Select the Objective(s) from the Objectives tab that will be assessed:

1. Click the Select Icon .
2. Click the checkbox next to the Objective(s).
3. Click the OK button.
4. Click the Save button.

- Step 16 Click on the Save button to save your Assessment.

6.3.2.9.2 To add an Assessment to a Section

- Step 1 Click on the desired Lesson of your course in the COI tree structure.
- Step 2 Click on the New  icon. Select Assessment. *Refer to Figure 6-25.*

Home Data OCCSTDs JDTA Projects Reports Resources Admin Help Support Logout

Main Content ToS/Assessment Info

New Assessment

Information Objectives

Assessment Title*: Assessment

Test Type*: Performance Test Status: Incomplete

Total # of Test Items: 0 Min Passing Score(0-100%)*: 100

Retest*: No Duration (in minutes)*: 0

Retest Criteria:

Save Cancel

* indicates a required field.

Figure 6-25. New Lesson

- Step 3 Enter the title in the Assessment Title field.
- Step 4 Select the test type from the drop-down menu.
- Step 5 Select the status from the drop-down menu.
- Step 6 Enter the minimum passing score.
- Step 7 Select Retest from the drop-down menu.
- Step 8 Enter text in the Retest Criteria, as needed.
- Step 9 Click on the Save button.
- Step 10 Click on the [Test ISD Considerations](#) link.
- Step 11 Click the Edit button to add information for the appropriate ISD Considerations for the assessment. *Refer to Figure 6-26.*

Figure 6-26. ISD Considerations for Lesson

- Step 12 Click on the Save button.
- Step 13 Click on the Test Instructions link.
- Step 14 Click the Edit button to add information for the appropriate Test Instructions for the assessment. *Refer to Figure 6-20.*
- Step 15 Select the Objective(s) from the Objectives tab that will be assessed:
1. Click the Select Icon .
 2. Click the checkbox next to the Objective(s).
 3. Click the OK button.
 4. Click the Save button.
- Step 16 Click on the Save button to save your Assessment.

6.4 TOS/ASSESSMENT INFO TAB

The left pane of the ToS/Assessment Info tab has the following columns:

- **No.** This column indicates the Lesson/Section of the objective, for example, 1.0 would be the first Lesson, 1.1 would be the first Section of the first Lesson.
- **Objective Text** This column lists the Learning Objective content.
- **SPL** This column lists the Skills Proficiency Level associated with the Learning Objective.

- **KPL** This column indicates the Knowledge Proficiency Level associated with the Learning Objective.
- **#Items** This column indicates the number of Test Items associated with the Learning Objective.
- **Index** This column indicates the Criticality Index associated with the Learning Objective.
- **Passing%** This column indicates the passing percentage required for this Learning Objective.

The right pane has three tabs that are associated with the highlighted Learning Objective from the left pane, these tabs are:

- **General** The General tab has the following elements:
 - **Type** This is the type of Learning Objective, Terminal or Enabling. This element is not editable from this tab.
 - **Status** This is the status of this Learning Objective; Incomplete, Complete, Locked for Review, or Approved. The status can only be changed from Incomplete when all Objective requirements have been met.
 - **Content Type** This is the Learning Content Type of the Lesson or Section; either Concept, Fact, Principle, Procedure, or Process.
 - **Objective Development Block** These are the blocks used to develop the Learning Objective, these work the same as in the Objective hyperlink in Lessons and Sections.
- **Skills Basis** The Skills Basis tab lists the Skills Basis for the highlighted Learning Objective. This information is not editable from this screen.
- **Assessment** The Assessment tab has the following elements:
 - **Proficiency Level**
 - Knowledge Proficiency Levels
 - KPL1 - Knowledge/Comprehension
 - KPL2 - Application/Analysis
 - KPL3 - Synthesis/Evaluation
 - Skill Proficiency Levels
 - SPL1 - Imitation
 - SPL2 - Repetition
 - SPL3 - Habit
 - **Test Item Type** The type of Test Item associated with the highlighted Learning Objective; True/False, Multiple Choice, Fill-In-The-Blank, Two-Column Matching, or Performance-based. This only applies to Enabling Objectives.
 - **Passing Criteria (%)** The percentage of correct responses needed to pass.

- **Number of Test Items** The number of Test Items associated with the highlighted Learning Objective. This only applies to Enabling Objectives.
- **Criticality Index** The Criticality Index is derived from the following elements:
 - **Criticality:**
 - 0 - Not Selected
 - 1 - Not Critical
 - 2 - Moderately Critical
 - 3 - Critical
 - **Difficulty:**
 - 0 - Not Selected
 - 1 - Easy
 - 2 - Moderately Difficult
 - 3 - Difficult
 - **Course Relation:**
 - 0 - Not Selected
 - 1 - Indirectly Related
 - 2 - Closely Related
 - 3 - Directly Related

6.5 REPORTS

There are twelve reports that the CPM software will compile and display in a PDF file:

- Training Project Plan
- Course Training Task List
- Table of Specifications
- Curriculum Outline of Instruction
- IMDP
- Training Course Control Document
- Testing Plan
- Skill Basis
- Objects With No Skills Basis
- Project Status

- COI to Excel
- Traceability Matrix

When printing the TPP or TCCD reports and no CDP is specified, then no CCMM information will be printed.

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CHAPTER 7

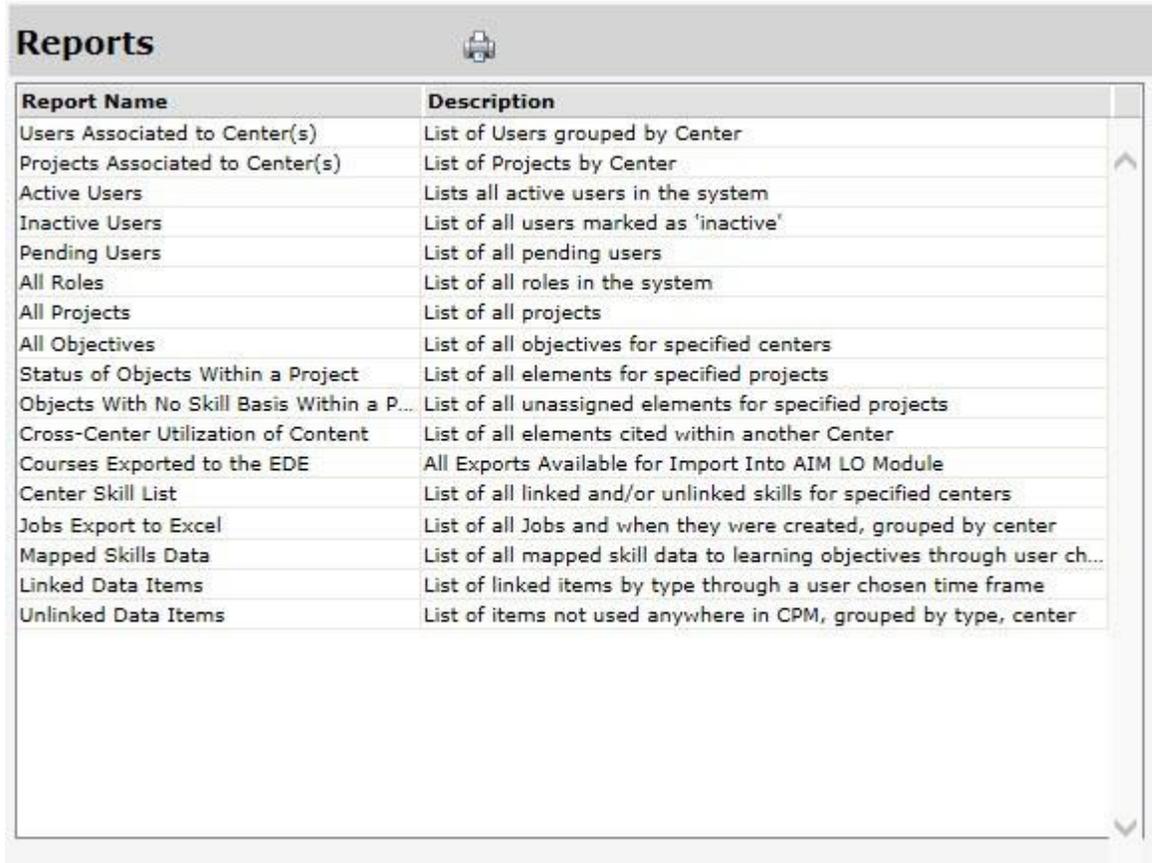
REPORTS

REPORTS.....7-1

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7.0 REPORTS

The Reports tab provides an area where you can print several types of reports for your Center. Refer to Figures 7-1



Report Name	Description
Users Associated to Center(s)	List of Users grouped by Center
Projects Associated to Center(s)	List of Projects by Center
Active Users	Lists all active users in the system
Inactive Users	List of all users marked as 'inactive'
Pending Users	List of all pending users
All Roles	List of all roles in the system
All Projects	List of all projects
All Objectives	List of all objectives for specified centers
Status of Objects Within a Project	List of all elements for specified projects
Objects With No Skill Basis Within a P...	List of all unassigned elements for specified projects
Cross-Center Utilization of Content	List of all elements cited within another Center
Courses Exported to the EDE	All Exports Available for Import Into AIM LO Module
Center Skill List	List of all linked and/or unlinked skills for specified centers
Jobs Export to Excel	List of all Jobs and when they were created, grouped by center
Mapped Skills Data	List of all mapped skill data to learning objectives through user ch...
Linked Data Items	List of linked items by type through a user chosen time frame
Unlinked Data Items	List of items not used anywhere in CPM, grouped by type, center

Figure 7-1: Center Reports

Highlight the desired report name and click on the print icon. The software will create the report for your Center and it will open in Adobe. You can save/print it from Adobe.

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CHAPTER 8

RESOURCES

RESOURCES.....8-1

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8.0 RESOURCES

The Resources tab provides an area where you can view, add and edit resources for your Center. Refer to Figure 8-1

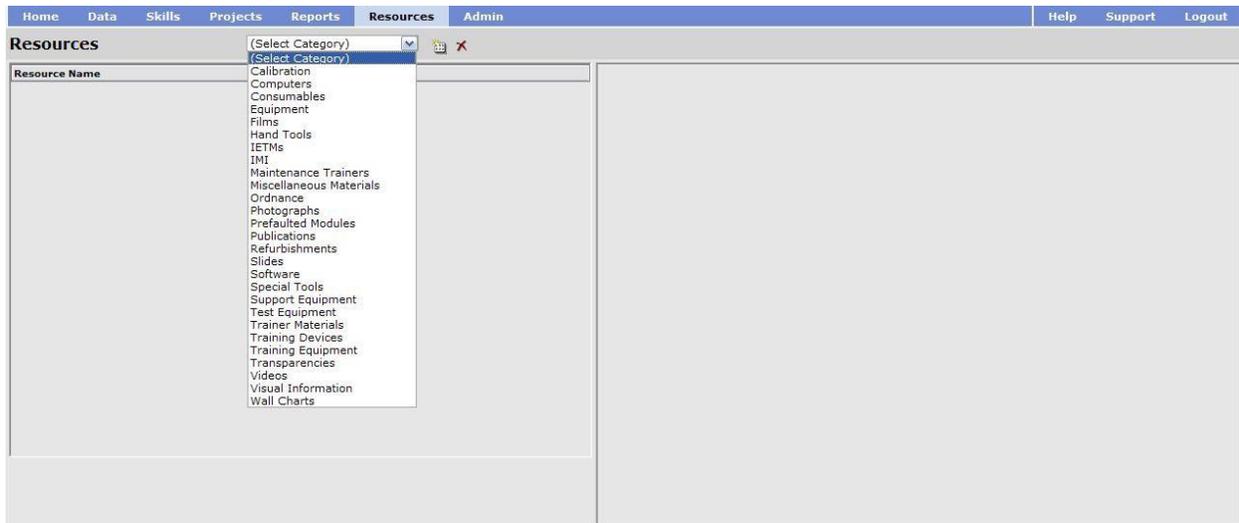


Figure 8-1: Select Category

To add a new resource:

Step 1 Click on the desired resource category. Refer to Figure 8-1.

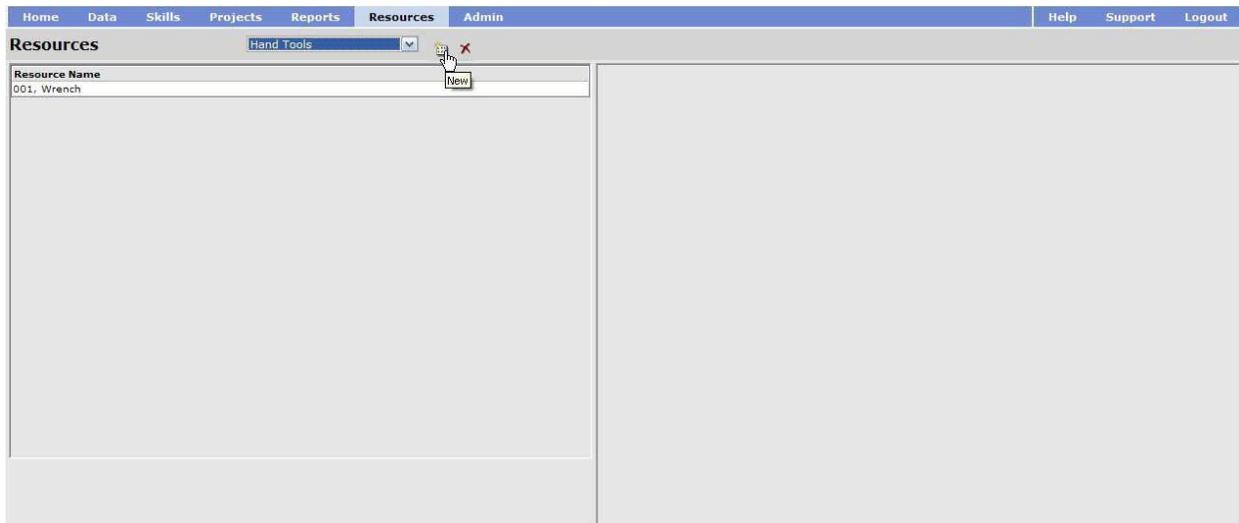


Figure 8-2: Selected Resource Category

Step 2 Click on the New  icon to add a new resource. Refer to Figure 8-2.

The screenshot displays the 'Resources' section of the CPM software's Admin interface. The top navigation bar includes 'Home', 'Data', 'Skills', 'Projects', 'Reports', 'Resources', and 'Admin'. The 'Resources' tab is active, and a dropdown menu shows 'Hand Tools'. The main content area is split into two panes. The left pane, titled 'Resource Name', contains a table with one entry: '001, Wrench'. The right pane is a form for adding a new resource. It is titled 'Type*: Hand Tool'. The form includes several input fields: 'Part Number*', 'Nomenclature*', 'Source', 'AAC', 'Unit Cost', 'Unit of Issue', 'CAGE', 'Technical Reference', 'SM&R', 'COG', 'SMIC', 'NINN/NSN', and 'MACOCG'. Asterisks next to 'Type*', 'Part Number*', 'Nomenclature*', and 'Technical Reference' indicate required fields. At the bottom of the form are 'Save' and 'Cancel' buttons, and a note: '* indicates a required field.'

Figure 8-3: Adding a Hand Tool

- Step 3 Enter the required information for the CPM software, identified by an asterisk next to the field. Identify other information if necessary.
- Step 4 Click on the Save button to save your entry to the database.

The software will provide fields for identification information for each type of Resource as follows:

All equipment related categories ask for the same information as identified in *Figure 8-3*. The following categories are equipment related:

- Calibration
- Computers
- Consumables
- Equipment
- Hand Tools
- Maintenance Trainers
- Miscellaneous Materials
- Ordnance
- Prefaulted Modules
- Refurbishments
- Special Tools
- Support Equipment
- Test Equipment

- Test Equipment
- Trainer Materials
- Training Devices
- Training Equipment

Equipment related categories provide fields to identify the following information:

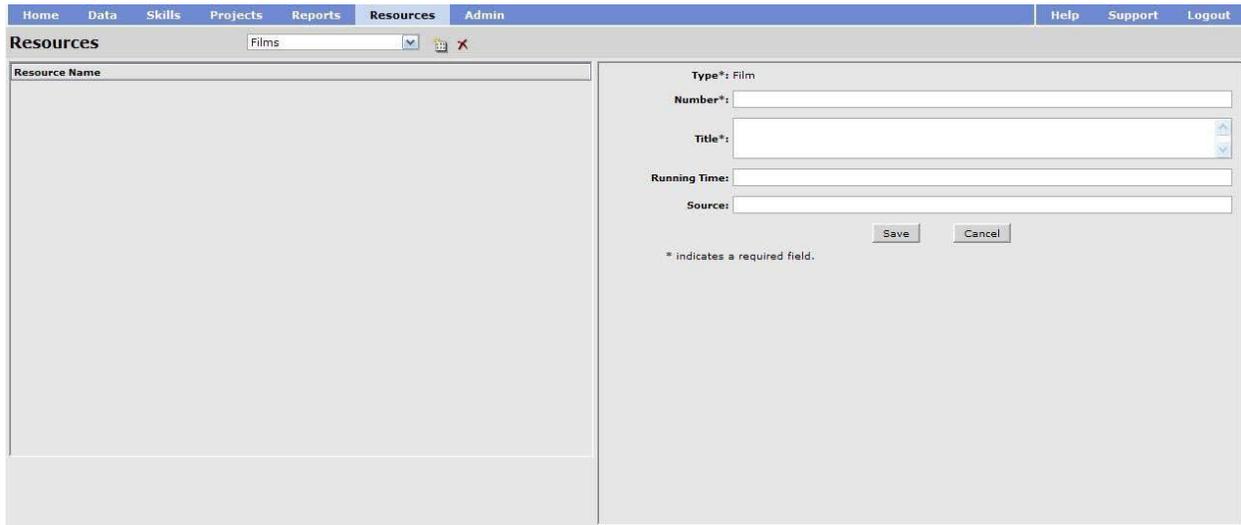
- Part Number
- Nomenclature
- Source
- AAC - Acquisition Advice Code
- Unit Cost
- Unit of Issue
- CAGE - Commercial and Government Entity
- Technical Reference
- SM&R - Source Maintainability and Recoverability
- COG - Cognizant (activity)
- SMIC - Special Material Identification Code
- NINN/NSN – Stock Number
- MACOCO - Manufacturing Cost Code

Photographs and Wall Charts contain fields to identify Number, Title, Source, and Figure Number. Refer to figure 8-4.

The screenshot displays the 'Resources' application interface. The top navigation bar includes 'Home', 'Data', 'Skills', 'Projects', 'Reports', 'Resources', and 'Admin'. On the right side of the navigation bar are 'Help', 'Support', and 'Logout'. The main content area is titled 'Resources' and features a 'Wall Charts' tab. The interface is split into two panes. The left pane is labeled 'Resource Name' and is currently empty. The right pane is titled 'Type*: Wall Chart' and contains the following form fields: 'Number*', 'Title*', 'Source', and 'Figure Number'. Each field has a corresponding input box. Below the input boxes are 'Save' and 'Cancel' buttons. A note at the bottom of the right pane states '* indicates a required field.'

Figure 8-4: Adding a Wall Chart

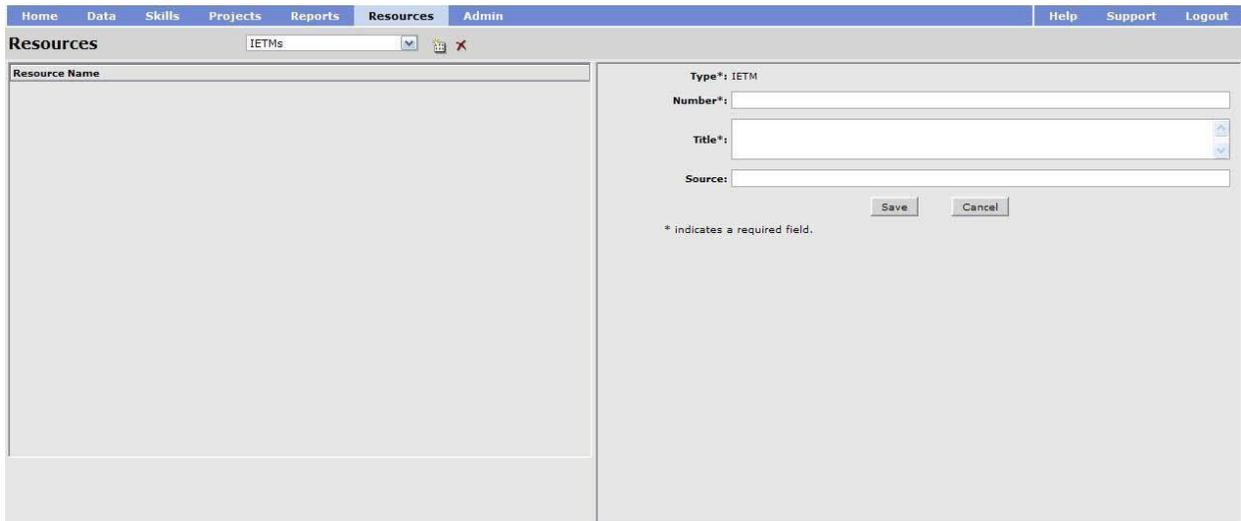
Films and Videos contain fields to identify Number, Title, Running Time, and Source. *Refer to figure 8-5.*



The screenshot shows the 'Resources' application interface. The top navigation bar includes 'Home', 'Data', 'Skills', 'Projects', 'Reports', 'Resources', and 'Admin'. The 'Resources' section is active, and a dropdown menu shows 'Films'. The main area is split into two panes. The left pane is labeled 'Resource Name' and is empty. The right pane contains a form for adding a film. The form fields are: 'Type*' (set to 'Film'), 'Number*', 'Title*', 'Running Time', and 'Source'. There are 'Save' and 'Cancel' buttons at the bottom of the form. A note below the buttons states '* indicates a required field.'

Figure 8-5: Adding Film

IETM (Interactive Electronic Technical Manual) and Publications contain fields to identify Number, Title and Source. *Refer to figure 8-6.*



The screenshot shows the 'Resources' application interface. The top navigation bar includes 'Home', 'Data', 'Skills', 'Projects', 'Reports', 'Resources', and 'Admin'. The 'Resources' section is active, and a dropdown menu shows 'IETMs'. The main area is split into two panes. The left pane is labeled 'Resource Name' and is empty. The right pane contains a form for adding an IETM. The form fields are: 'Type*' (set to 'IETM'), 'Number*', 'Title*', and 'Source'. There are 'Save' and 'Cancel' buttons at the bottom of the form. A note below the buttons states '* indicates a required field.'

Figure 8-6: Adding an IETM

IMM (Instructional Media Material), Slides, and Transparencies contain fields to identify Number, Title, Source, and Description. *Refer to figure 8-7.*

The screenshot shows the 'Resources' section of the CPM application. The top navigation bar includes 'Home', 'Data', 'Skills', 'Projects', 'Reports', 'Resources', 'Admin', 'Help', 'Support', and 'Logout'. The 'Resources' tab is active, and a search bar contains 'IMI'. The main area is split into two panes. The left pane, titled 'Resource Name', is currently empty. The right pane contains a form for adding a new resource. The form fields are: 'Type*' (set to 'IMI'), 'Number*' (empty), 'Title*' (empty), 'Source' (empty), and 'Description' (empty). Below the form are 'Save' and 'Cancel' buttons. A note below the buttons states '* indicates a required field.'

Figure 8-7: Adding an IMM

Software contains the following fields: *Refer to figure 8-8.*

- Number
- Type
- Vendor
- Software type
- Cost
- Version
- Date
- Reference Information
- Contact Information
- Minimum System Requirements

The screenshot shows the 'Resources' section of the CPM application. The top navigation bar includes 'Home', 'Data', 'Skills', 'Projects', 'Reports', 'Resources', and 'Admin'. The 'Resources' tab is active, and a dropdown menu shows 'Software' selected. The main area is divided into two panels. The left panel, titled 'Resource Name', is currently empty. The right panel contains a form for adding software with the following fields: 'Type*' (set to 'Software'), 'Number*', 'Title*', 'Vendor', 'Software Type', 'Cost', 'Version', 'Date', 'Reference Information', 'Contact Information', and 'Minimum Systems Requirements'. Each field is followed by a small blue arrow icon. At the bottom of the form are 'Save' and 'Cancel' buttons, and a note stating '* indicates a required field.'

Figure 8-8: Adding Software

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CHAPTER 9

ADMIN

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9.0 ADMIN

The Admin tab provides an area where the System and Center Administrators can add and edit CPM User information, identify User and Project Roles, identify Centers, edit TTA Data and create, edit, print and delete announcements.

9.0.1 Gatekeeper

Gatekeeper functionality has been incorporated into CPM to reduce redundancy and standardize data elements. Currently Gatekeeper functions are being performed by NETC and AIM personnel, eventually this will shift to Center Administrators.

Gatekeeper functionality requires a role with "Administer" privilege for both the Data and Resources tabs.

Gatekeeper functionality includes the following:

- Linked Items Report
- Unlinked Items Report
- Similar Items List
- Replace Function

The Linked Items Report will list all Centers linked to an item in the Data and Resources tabs. The Unlinked Items Report will list all items in the Data and Resources tabs not currently linked to a JDTA or an Objective in the Curriculum Outline of Instruction. Both reports will list the following information:

- Type
- Item
- Date
- Center (if linked to a center)

The Similar Items List is used to check for possible duplicate entries, and the Replace Function is used to eliminate those duplicates.

9.1 USERS

When the Admin tab is selected the Users menu item is selected by default. The window opens to reveal information about Active, Pending, Inactive, and Currently Logged in Users can be selected by clicking on the down arrow and selecting the desired users.

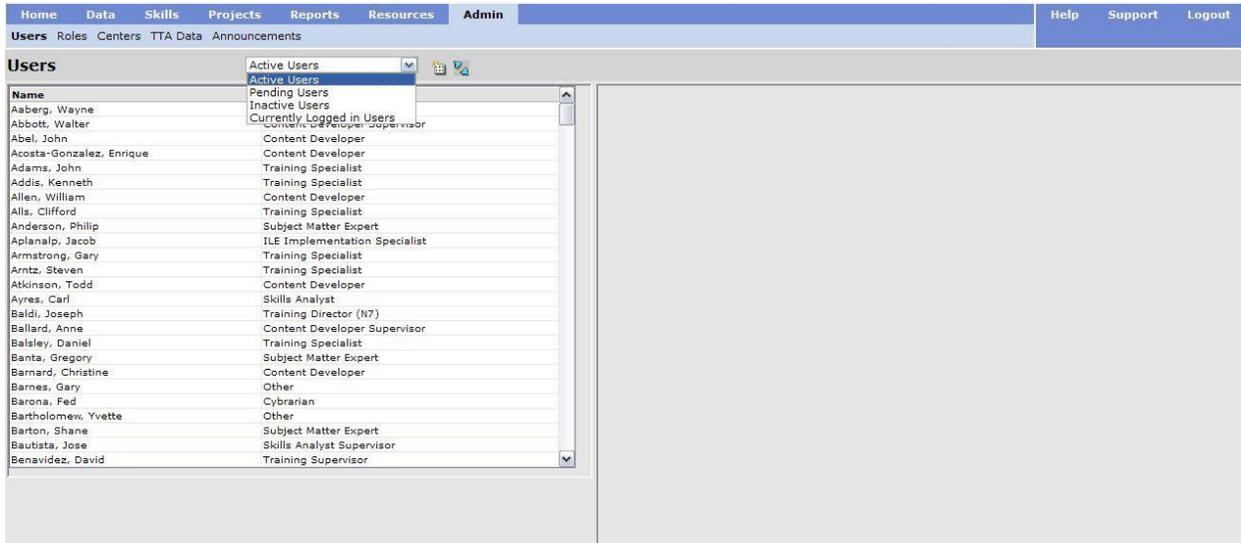


Figure 9-1 Users

9.1.1 Active Users

The Active Users menu provides an area where the Administrator can add New users and Deactivate users. Refer to figure 9-1.

To add a New User:

Step 1 Click on the Add icon . Refer to Figure 9-2.

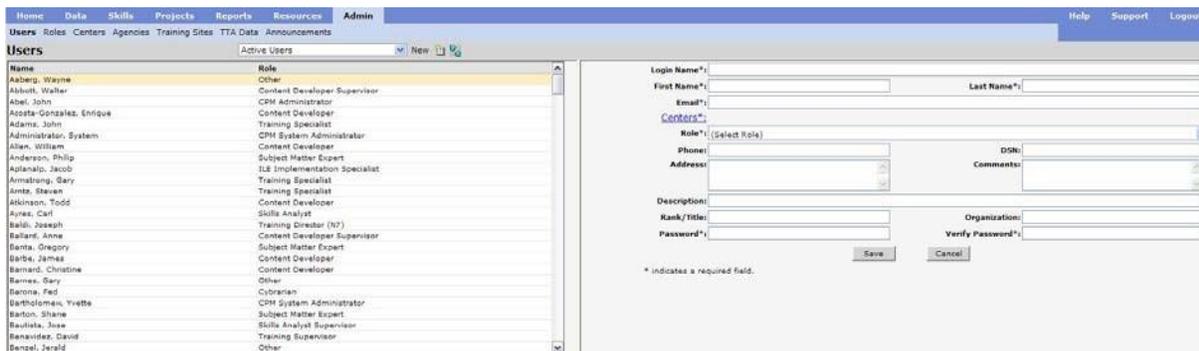


Figure 9-2 Adding User

Step 2 Enter the required information in the fields marked by an asterisk*.

Step 3 Click on the Save button.

NOTE:

If adding a User with multiple center access a Role must be specified for each Center. It may be the same Role, but it must be assigned for each Center.

To Change a Password for a User:

- Step 1 Click on the user in the Active Users list.
- Step 2 Click on the Edit button.
- Step 3 Click on the Change Password button.
- Step 4 Enter the new password in the **Password** field.
- Step 5 Enter the password again in the **Verify Password** field.
- Step 6 Click on the **Save** button.

To Deactivate a User:

- Step 1 Highlight the user.
- Step 2 Click on the Deactivate icon 
- Step 3 When prompted “Are you sure you want to deactivate this user?” click on OK.

9.1.2 Pending Users

Pending Users originate from users that request an account from the login window of the CPM. When the user submits the information an Email is automatically sent to their Email address from the System Administrator stating “*This is to verify your CPM account request has been submitted at <https://cpm-aim.ncdc.navy.mil>. You should be receiving an email within the next couple of days with a status of your request. Please feel free to contact me with any questions you may have about this request.*”

To change a password for a Pending User:

- Step 1 Click on the user in the Pending Users list.
- Step 2 Enter the new password in the **Password** field.
- Step 3 Enter the password again in the **Verify Password** field.
- Step 4 Click on the **Save** button.

To Accept a Pending User:

- Step 1 Click on the user in the Pending Users list.
- Step 2 Click on the **Accept** button. This will place the User in the Active Users list. An Email will be sent to the user automatically from the System Administrator with login, password and other amplifying information.

To Reject a Pending User:

- Step 1 Click on the user in the Pending Users list.
- Step 2 Click on the **Reject** button.
- Step 3 At the prompt “Are you sure you want to delete this user?” click on OK.

9.1.3 Inactive Users**To Delete an Inactive User:**

- Step 1 Click on the user in the Inactive Users list.
- Step 2 Click on the **Delete** icon .
- Step 3 At the prompt “Are you sure you want to delete this user?” click on OK.

To Activate an Inactive User:

- Step 1 Click on the user in the Inactive Users list.
- Step 2 Click on the Activate icon .
- Step 3 At the prompt “are you sure you want to Activate this user?” click on OK.

To Change a Password for an Inactive User:

- Step 1 Click on the user in the Inactive Users list.
- Step 2 Click on the Change Password button.
- Step 3 Enter the new password in the **Password** field.
- Step 4 Enter the password again in the **Verify Password** field.
- Step 5 Click on the **Save** button.

9.1.4 Currently Logged in Users

A list of users that are currently logged into the CPM will appear when the Currently Logged in Users menu item is selected.

9.2 ROLES

The purpose of the Roles menu item is to add and define the User Role nomenclature, level of

access to Data, OCCSTDs, JDTA, Projects, Resources, and Reports and to identify Leaders of Projects and types of Administrators. You can also identify, add, and define Project Roles.

9.2.1 User Roles

The screenshot displays the 'User Roles' management page. On the left, there is a list of roles with a search bar and a 'New' button. On the right, there is a form for creating or editing a role. The form includes the following fields:

- Role Title***: A text input field.
- Data**: A dropdown menu with 'None' selected.
- Skill**: A dropdown menu with 'None' selected.
- Project**: A dropdown menu with 'None' selected.
- Report**: A dropdown menu with 'None' selected.
- Resource**: A dropdown menu with 'None' selected.
- Leader**: A dropdown menu with 'No' selected.
- Administration**: A dropdown menu with 'None' selected.

At the bottom of the form, there are 'Save' and 'Cancel' buttons. A note below the form states: '* Indicates a required field.'

Figure 9-3: User Roles

To add a new user role:

- Step 1 Select User Roles.
- Step 2 Click on the New icon.
- Step 3 Enter the Role Title in the field provided.
- Step 4 In the Data, OCCSTDs, JDTA, Projects, Reports and Resources fields, from the drop-down menu in each field, select None, View, Edit, or Administer. There is also an additional option for the JDTA field. This option is Create, which allows a user with this role to create any JDTA content under their center, including Occupations. A user with this option will be allowed to edit only that existing content within the Center that they created, unless granted extended privileges under one or more Occupations within the Center.
- Step 5 In the Administration field, from the drop-down menu, select None, Center Administrator, or System Administrator
- Step 6 Click on the Save button to save the User Role.

9.2.2 Project Roles

Figure 9-4: Project Roles

To add a new project role:

- Step 1 Select Project Roles.
- Step 2 Click on the New icon.
- Step 3 Enter the Role Title in the field provided.
- Step 4 In the remaining fields, from the drop-down menu in each field, select View, Edit, or Administer for:
 - Project Data
 - Team Members
 - Performance Requirements
 - TPP/TCCD
 - Assignments
 - Curriculum Outline of Instruction
- Step 5 Click on the Save button to save the Project Role.

9.3 CENTERS

The Centers menu item provides an area where the Administrator can create, edit, and delete Centers identified in the database. *Refer to Figure 9-5.*

Figure 9-5: Centers

To add a New Center:

- Step 1 Select the Centers menu item.
- Step 2 Click on the New icon.
- Step 3 Enter the Name of the Center in the field provided.
- Step 4 Click on the Save button to save your entry to the database.

To delete a Center:

- Step 1 Select the Centers menu item.
- Step 2 Click on the Center to be deleted.

NOTE: A Center cannot be deleted if Users or Occupations are assigned to the Center.

- Step 3 Click on the Delete icon.
- Step 4 At the prompt “Are you sure you want to delete this Center?” click on the OK button.

9.4 AGENCIES

The Agencies menu item provides an area where the Administrator can create, edit, and delete an Agency identified in the database. *Refer to Figure 9-6.*

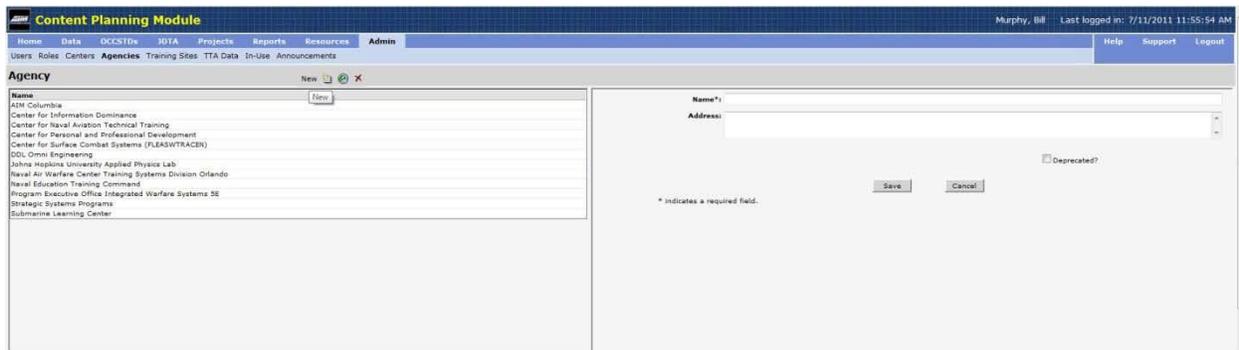


Figure 9-6: Agencies

To add a New Agency:

- Step 1 Select the Agencies menu item.
- Step 2 Click on the New icon.
- Step 3 Enter the Name and Address of the Agency in the fields provided.

Step 4 Click on the Save button to save your entry to the database.

To delete an Agency:

- Step 1 Select the Agencies menu item.
- Step 2 Click on the Agency to be deleted.
- Step 3 Click on the Delete icon.
- Step 4 At the prompt “Are you sure you want to delete this Agency?” click on the OK button.

9.5 TRAINING SITES

The Training Sites menu item provides an area where the Administrator can create, edit, and delete a Training Site identified in the database. *Refer to Figure 9-7*

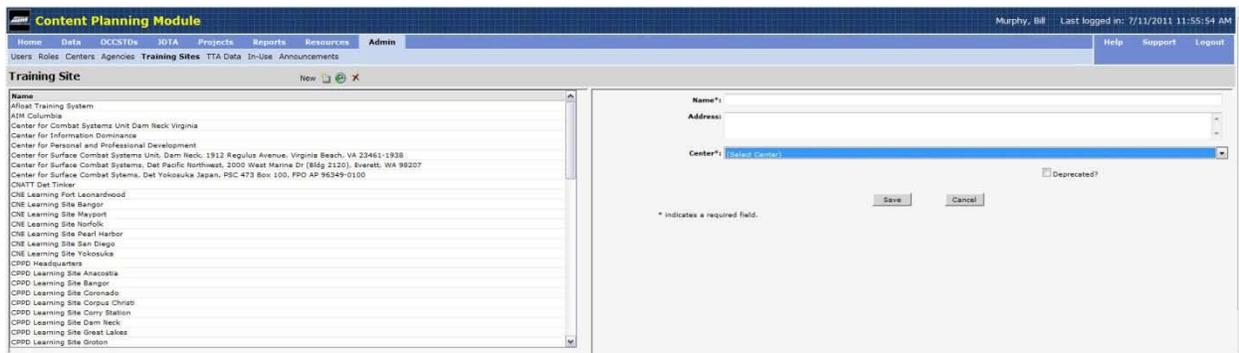


Figure 9-7: Training Sites

To add a New Training Site:

- Step 1 Select the Training Sites menu item.
- Step 2 Click on the New icon.
- Step 3 Enter the Name and Address of the Training Site in the field provided.
- Step 4 Select the associated Center from the drop-down menu.
- Step 5 Click on the Save button to save your entry to the database.

To delete a Training Site:

- Step 1 Select the Training Sites menu item.

- Step 2 Click on the Training Site to be deleted.
- Step 3 Click on the Delete icon.
- Step 4 At the prompt “Are you sure you want to delete this Training Site?” click on the OK button.

9.6 TRAINING TASK ANALYSIS (TTA) DATA

The TTA menu item provides an area where the Administrator can create descriptive statements for task identification. The analysis data is comprised of the following items: *Refer to Figure 9-8.*

- Safety Hazard Security
- Criticality of Performance
- Task Delay tolerance
- Frequency of Performance
- Probability of Inadequate Performance
- Difficulty of Performance
- Task Learning Difficulty
- Percent Performing
- Percent of Time Spent on Performing
- Immediacy of Performance
- Intervention
- Task Level
- Status of Training
- Type of Training



Figure 9-8: TTA

To add a New descriptive statement for a TTA item:

- Step 1 Select the TTA menu item.

- Step 2 From the drop down menu select the desired TTA item.
- Step 3 Enter the text of the descriptor in the Name field provided.
- Step 4 Enter the Sequence number if different from the default.
- Step 5 Click on the Save button to save your entry to the database.

To delete a descriptor from a TTA item:

- Step 1 Select the TTA menu item.
- Step 2 From the drop down menu select the desired TTA item.
- Step 3 Click on the descriptor to be deleted.
- Step 4 Click on the Delete icon.
- Step 5 At the prompt “Are you sure you want to delete this item?” click on the OK button.

9.7 IN-USE

The In-Use tab is used to clear In-Use flags that have been generated erroneously. To remove the In-Use flag, follow the steps below:

- Step 1 Click on the In-Use element you wish to remove.
- Step 2 Click on the Delete icon. *Refer to Figure 9-9.*
- Step 3 Confirm the deletion of the In-Use flag.

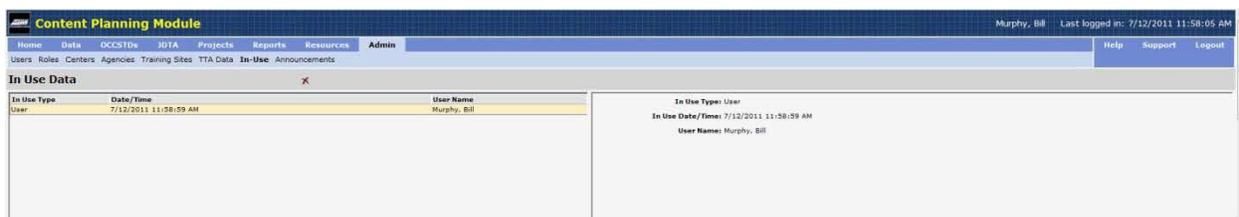


Figure 9-9: In-Use Flag Removal

9.8 ANNOUNCEMENTS

The Announcements menu item provides an area where the Administrator can create, edit, and delete System Announcements that are displayed on the CPM User's Homepage. *Refer to Figure 9-10.*

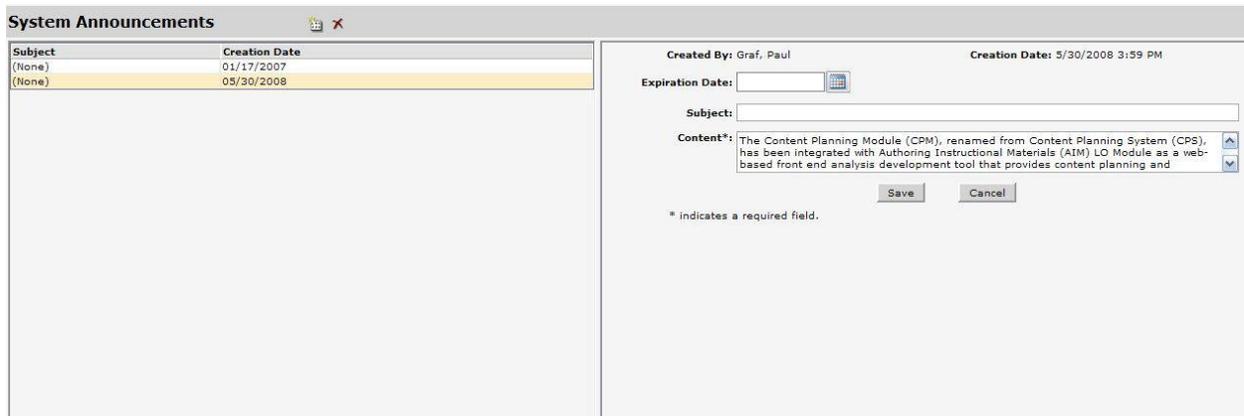


Figure 9-10: System Announcements

To create a System Announcement:

- Step 1 Click on the **Admin** tab.
- Step 2 Click on the **Announcements** menu item.
- Step 3 The two icons in the Announcements pane are New  and Delete . Click on the **New** icon.
- Step 4 Click on the calendar icon and select the **Expiration Date**.
- Step 5 Enter the subject text in the **Subject** field.
- Step 6 Enter the announcement information in the **Content** field.
- Step 7 Click on the **Save** button when complete.

After the Announcement is saved you can edit it by clicking on the announcement in the left hand pane. This will open the **Announcement** in the right hand pane and it is editable.

An Announcement can be deleted by clicking on the announcement no longer required and clicking on the **Delete** icon. When prompted with “Are you sure you want to delete this announcement?” click on OK.

9.9 FIELD-LEVEL HELP

Administrators can populate Field-Level Help Text and Tool Tips that are visible when moused over. When the Field-Level Help tab is selected the left pane displays a table of pages outlined in blue and under each page are the field where help can be added. On the right side of each field are two symbols separated by a '/'. This symbols are either a '-' indicating there is currently no help text or an '*' indicating there is help text. The first symbol is associated with the Help text, the second symbol is associated with the Tool Tip.

9.10 DEFAULT TEXT

The Default Text page is used by Administrators to create text that may be used repeatedly in announcements or e-mails.

9.11 CONFIGURATION

The Configuration page contains system-wide settings, access to this page is restricted and setting should only be changed by trained personnel.

9.12 TOOLS

The Tools page contains tools for system programmers. Access to this page is protected by an additional password and username.

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