**Overview:**

The table below provides the steps involved with the technical development and creation of deliverables necessary for Army DL courses. This list begins in a DL course’s Development Phase. Content Validation has occurred, without consideration of the validated content format or the necessary steps in transforming validated content into loadable content packages of IMI. Step 1 occurs during the ADDIE *Development Phase* as course content becomes learner consumable interactive multimedia instruction (IMI), hosted on the ALMS. These steps begin during the Development phase and conclude with fielding, late in the Implementation phase of an Army DL development project.

**Notes and Assumptions:**

1. Web page with links to policy: [CW Validation, Packaging & Testing Policy for the ALMS](http://www.atsc.army.mil/tadlp/delivery/alms_testing.asp).
2. Step 1 is assumed a common state of courseware for all DL development projects.
3. *Individual Trials* must take place in the host development environment.
4. Steps 1 - 5 describe course content transitioning from any environment designed to support comment tracking and rapid application of updates into the presentation of learner formatted IMI in the host development environment.
5. Steps 1 - 5 are flexible with respect to implementation logistics; *Individual Trials* on content packages may begin as soon as content packages passes internal, or in-house unit, CW testing.
6. Steps 5, 5a, and 6a are critical to segue *Individual Trials* into *Group Trials*.

**Legend**

|  |  |
| --- | --- |
| **Symbol** | **Responsibility/Task Description** |
| Prop | Proponent |
| TADLP | TADLP |
| Cont | Contractor/developer |
| DLS | PD DLS |
| Lt Yellow | Prepare for Individual Trials  |
| Yellow | Individual Trial Tasks |
| Lt Green | Prepare for Group Trial Task |
| Green | Group Trials |
| Blue | Function Test Task |

Army DL testing procedure tasks

| **Who** | **Re-Peat** | **Step** | **Description of Task** | **\*Policy Reference** |
| --- | --- | --- | --- | --- |
| Cont |  | 1 | create individual lesson packages | 4c-4e |
| Cont |  | 2 | test packages with ADL SCORM test suite and Army SCORM test tools | 4e |
| Cont |  | 3 | load packages in host development environment; for the ALMS this is the CTE  | 4f |
| Cont |  | 4 | build offerings in host development environment | 4f |
| Cont |  | 4a |  | test offerings in host development environment (in-house *unit* testing) | 4f |
| Cont |  | 5 | build *draft* full course in host development environment  | 4f |
| Cont |  | 5a |  | test *draft* full course in-house | 4f |
| Cont/Prop |  | 6 | conduct *Individual Trials* on CTE | 4g |
| Prop |  | 6a |  | one student goes through the full course (government learner) | 4g |
| Cont/Prop |  | 6aa |  |  | gather *Individual Trials* data | 4g-4h |
| Cont/Prop |  | 6ab |  |  | provide *Individual Trials* analysis | 4g-4h |
| Cont/Prop |  | 6ac |  |  | provide *Individual Trials* report | 4g-4h |
| Prop |  | 6ad |  |  | provide *Individual Trials* ***fix list*** | 4h |
| Cont | **✓** | 7 | make content changes addressing *Individual Trials* ***fix list*** | 4e |
| Cont | **✓** | 7ax |  | execute (repeat) steps 1-6aa as needed  | 4e-4f |
| Cont |  | 8 | build *final* full course in host development environment | 4h+ |
| Cont |  | 8a |  | test *final* full course in-house | 4h+ |
| Cont |  | 9 | generate required final submission supporting documentation | 4h+ |
| Cont |  | 9a |  | generate content support documents (package level) | 4h+ |
| Cont |  | 9b |  | generate screenshots (course level) | 4h+ |
| Cont |  | 9b |  | generate final IMDP and provide *final* course map – a final course map matches the full course constructed in the CTE  | 4h+ |
| Cont |  | 10 | submit *final* course content and final submission supporting documents to TADLP  | 4h+ |
| TADLP |  | 11 | review submitted files for completion & accuracy | 4h++ |
| TADLP |  | 11a |  | if required; request clarifications, corrections, additions, replacements from submitter | 4h++ |
| TADLP |  | 11b |  | generate and distribute Government Acceptance Review (GAR) report | 4h++ |
| TADLP |  | 12 | forward submitted *final* course content and course attribute materials to PD DLS | 4h++ |
| DLS |  | 13 | load content packages and construct *final* course on host production environment, ALMS | 4h+++ |
| DLS |  | 13a |  | load packages | 4h+++ |
| DLS |  | 13b |  | build Topics/Offerings | 4h+++ |
| DLS |  | 13c |  | build *final* course  | 4h+++ |
| Prop |  | 14 | register *Group Trial* students in *final* course (course manager) | 4i |
| Cont/Prop |  | 15 | conduct *Group Trials*; 20-50 individuals desired | 4i |
| Cont/Prop |  | 15a |  | gather *Group Trials* data including test item analysis data | 4i-4j |
| Cont/Prop |  | 15b |  | provide *Group Trials* analysis | 4i-4j |
| Cont/Prop |  | 15c |  | provide *Group Trials* & final validation report | 4i-4j |
| Prop |  | 15d |  | provide *Group Trials* ***fix list***  | 4j |
| Prop |  | 15e |  | determine if *Group Trials* are successful or require repeating | 4j |
| Cont | **✓** | 16 | if ***fix list*** includes content changes; make content changes correcting all items in group trial ***fix list*** | 4e |
| Cont | **✓** | 16a |  | apply fixes to content, replace original content with corrected contentexecute (repeat) steps 1-4a as needed (first parts of step 7ax) | 4e-4f |
| Cont | **✓** | 16ax |  |  | rebuild and in-house test *final* full course in host development environment (repeat step 8)  | 4h+ |
| Cont | **✓** | 16bx |  |  | generate required final submission content support documents (package level) and generate screenshots (course level) (repeat step 9) | 4h+ |
| Cont | **✓** | 16cx |  |  | submit *final* course content and final submission supporting documents to TADLP (repeat step 10) | 4h+ |
| TADLP | **✓** | 17 |  | review submitted files for completion & accuracy (repeat step 11) | 4h++ |
| TADLP | **✓** | 17a |  |  | if required; request clarifications, corrections, additions, replacements from submitter (repeat step 11a) | 4h++ |
| TADLP | **✓** | 17b |  |  | generate and distribute Government Acceptance Review (GAR) report (repeat step 11b) | 4h++ |
| TADLP | **✓** | 18 |  | forward submitted *final* course content and course attribute materials to PD DLS (repeat step 12) | 4h++ |
| DLS | **✓** | 19 |  | as much as necessary: re-construct *final* course on host production environment, ALMS; re-load packages, re-build offerings, re-build *final* course (repeat steps 13, 13a, 13b, 13c) | 4h+++ |
| Cont/Prop | **✓** | 20 |  | if necessary to repeat *Group Trials* – go back to step 14 and continue | 4i-4j |
| Cont/Prop | **✓** | 21 | if *Group Trials* successful with content changes or without content changes, contractor and proponent prepare and/or repair documentation and resubmit to TADLP (steps 16bx & 16cx)  | 5a-5b |
| DLS |  | 22 | perform *Function Test* | 5c-5d |
| DLS |  | 22a |  | examine all submitted material for completeness and ensure DL course construction meets instructional design | 5c |
| DLS/ TADLP |  | 22b |  | coordinate with other courses submitted for testing; assign a tester, tester will perform *Function Test* | 5c |
| DLS |  | 22c |  | share initial results in effort to avoid misunderstanding leading to a criticality level 1 issue | 5c |
| DLS |  | 22d |  | prepare and distribute *Function Test* report | 5d |
| Cont | **✓** | 23 | if *Function Test* not passed or requires content corrections prepare a ***fix list*** and go to step 16 (steps 15e, 15d) | 4e-4h |
| TADLP |  | 24 | if *Function Test* passed; direct PD DLS to field the course | 5d |
| Prop |  | 24a |  | provide final *Letter of Instruction* (LOI) for course | 5e-5f |
| DLS |  | 25 | field the course following fielding regulations and guidance; such as, ATRRS cutover dates, closing other hosts, etc. **make the course available to learners** | 5i-5j |

\*See Addendum 1

**Terms and Definitions:**

Fix List – A list of changes that must be made after Individual Trials or Group Trials. Items are not restricted to content changes. After Group Trials the only appropriate content change items on the Fix List are criticality level 1 issues.

Addendum 1 – TADLP Courseware Process Chart from the Courseware Validation, Packaging and Testing Policy for the ALMS



