# ANNEX I

## GENERIC COMPLEX SIMULATOR DEVELOPMENT TIMELINE (20 MONTHS, SINGLE VALIDATION)

**1. Generic 20 Month Complex Simulator/Simulation Development Timeline (Single Validation).** This timeline is best used for the development of a single Complex Simulator that models multiple new pieces of equipment that interact with each other or a Simulator that models human behavior. There are no examples of any Simulator Projects in which this timeline has been utilized.

| Month | Event | Level of Effort | Action Initiator | Remarks |
|---|---|---|---|---|
| **1st Month** | Contract Award Meeting | 1-2 Days (SIM Branch POC) | KO/Contractor | Meeting Minutes due to GOV within 10 Working Days |
| | Contract Award Administrative Requirements | 2 Days (SIM Branch POC) | SIM Branch POC | Comments due back to contractor within 10 Working Days. This includes time for drafting, staffing and distributing Simulator Tasking Letter(s) to the Training Department(s) |
| | | | | |
| | Post Award Meeting (IPT #1) | 1 Day (SME, TD, TNG DEPT POC, SIM Branch POC) | Contractor | Meeting Minutes due to GOV within 10 Working Days |
| | Post Award Meeting Administrative Requirements | 1 Day (SIM Branch POC) | SIM Branch POC | Comments due back to contractor within 10 Working Days |
| | | | | |
| | Data Collection #1 | 2 Days (SME, TD, SIM Branch POC) | Contractor | Meeting Minutes due to GOV within 10 Working Days |
| | Data Collection #1 Administrative Requirements | 1 Day (SIM Branch POC)<br>1 Day (TNG DEPT POC) | SIM Branch POC | Comments due back to contractor within 10 Working Days |
| | | | | |
| | GFE/GFI Report | N/A | Contractor | |
| | GFE/GFI Report SME/TD Review | 1 Day (SME, TD, TNG DEPT POC, SIM Branch POC) | SIM Branch POC | |
| | GFE/GFI Report Administrative Requirements | 1 Day (SIM Branch POC) | SIM Branch POC | Comments due back to contractor within 10 Working Days |
| | | | | |
| **2nd Month** | Monthly Report #1 (1st Month) | 1 Day (SME, TD, TNG DEPT POC, SIM Branch POC) | Contractor | |
| | Monthly Report #1 Administrative Requirements | 1 Day (SIM Branch POC) | SIM Branch POC | Comments due back to contractor within 10 Working Days |
| | | | | |
| | Data Collection #2 | 2 Days (SME, TD, SIM Branch POC) | Contractor | Meeting Minutes due to GOV within 10 Working Days |
| | Data Collection #2 Administrative Requirements | 1 Day (SIM Branch POC)<br>1 Day (TNG DEPT POC) | SIM Branch POC | Comments due back to contractor within 10 Working Days |
| | | | | |
| | Monthly Meeting (IPT #2) | 1 Day (SME, TD, TNG DEPT POC, SIM Branch POC) | Contractor | Meeting Minutes due to GOV within 10 Working Days |
| | Monthly Meeting (IPT #2) Administrative Requirements | 1 Day (SIM Branch POC) | SIM Branch POC | Comments due back to contractor within 10 Working Days |
| | | | | |
| **3rd Month** | Monthly Report #2 (2nd Month) | 1 Day (SME, TD, TNG DEPT POC, SIM Branch POC) | Contractor | |
| | Monthly Report #2 Administrative Requirements | 1 Day (SIM Branch POC) | SIM Branch POC | Comments due back to contractor within 10 Working Days |

*Note #1 (Administrative Requirements): Event Preparation via Info Emails & Phone Calls (.25 Days), Distribute Event Minutes, any Project Reports, Information Slides, Storyboards and/or Incremental Releases (.25 Days), Collect and Forward Event Minutes, Information Slides, Storyboards and/or Incremental Release Comments to Contractor & "CC List" (.5 Days) = 1 x Day Total

**Note #2 (Abbreviations): Subject Matter Expert (SME), Training Developer (TD), Training Department Point of Contact (TNG DEPT POC), Interim Progress Review (IPR), Integrated Product Team (IPT).

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| | | | | |
| | Data Collection #3 | 2 Days (SME, TD, SIM Branch POC) | Contractor | Meeting Minutes due to GOV within 10 Working Days |
| | Data Collection #3<br>Administrative Requirements | 1 Day (SIM Branch POC)<br>1 Day (TNG DEPT POC) | SIM Branch POC | Comments due back to contractor within 10 Working Days |
| | | | | |
| | System Requirements Review (SRR)<br>(IPT #3) | 2 Days (SME, TD, TNG DEPT POC, SIM Branch POC) | Contractor | Meeting Minutes due to GOV within 10 Working Days |
| | SRR (IPT #3)<br>Administrative Requirements | 1 Day (SIM Branch POC) | SIM Branch POC | Comments due back to contractor within 10 Working Days |
| | | | | |
| **4th Month** | Monthly Report #3 (3rd Month) | 1 Day (SME, TD, TNG DEPT POC, SIM Branch POC) | Contractor | |
| | Monthly Report #3<br>Administrative Requirements | 1 Day (SIM Branch POC) | SIM Branch POC | Comments due back to contractor within 10 Working Days |
| | | | | |
| | System Design Review (SDR) (IPT #4) | 2 Days (SME, TD, TNG DEPT POC, SIM Branch POC) | Contractor | Meeting Minutes due to GOV within 10 Working Days |
| | SDR (IPT #4)<br>Administrative Requirements | 1 Day (SIM Branch POC) | SIM Branch POC | Comments due back to contractor within 10 Working Days |
| | | | | |
| **5th Month** | Monthly Report #4 (4th Month) | 1 Day (SME, TD, TNG DEPT POC, SIM Branch POC) | Contractor | |
| | Monthly Report #4<br>Administrative Requirements | 1 Day (SIM Branch POC) | SIM Branch POC | Comments due back to contractor within 10 Working Days |
| | | | | |
| | IMDP/Prototype | N/A | Contractor | (*This is usually received any where between 45-90 days after the Post Award depending on the complexity of the Simulator/Simulation*) |
| | IMDP/Prototype SME/TD Review | 2 Days (SME, TD, TNG DEPT POC, SIM Branch POC) | | Meeting Minutes due to GOV within 10 Working Days |
| | IMDP/Prototype<br>Administrative Requirements | 1 Day (SIM Branch POC) | SIM Branch POC | Comments due back to contractor within 10 Working Days |
| | | | | |
| | Monthly Meeting (IPT #5) | 1 Day (SME, TD, TNG DEPT POC, SIM Branch POC) | Contractor | Meeting Minutes due to GOV within 10 Working Days |
| | Monthly Meeting (IPT #5)<br>Administrative Requirements | 1 Day (SIM Branch POC) | SIM Branch POC | Comments due back to contractor within 10 Working Days |
| | | | | |
| **6th Month** | Monthly Report #5 (5th Month) | 1 Day (SME, TD, TNG DEPT POC, SIM Branch POC) | Contractor | |
| | Monthly Report #5<br>Administrative Requirements | 1 Day (SIM Branch POC) | SIM Branch POC | Comments due back to contractor within 10 Working Days |
| | | | | |
| | Monthly Meeting (IPT #6) | 1 Day (SME, TD, TNG DEPT POC, SIM Branch POC) | Contractor | Meeting Minutes due to GOV within 10 Working Days |
| | Monthly Meeting (IPT #6)<br>Administrative Requirements | 1 Day (SIM Branch POC) | SIM Branch POC | Comments due back to contractor within 10 Working Days |
| | | | | |
| **7th Month** | Monthly Report #6 (6th Month) | 1 Day (SME, TD, TNG DEPT POC, SIM Branch POC) | Contractor | |
| | Monthly Report #6<br>Administrative Requirements | 1 Day (SIM Branch POC) | SIM Branch POC | Comments due back to contractor within 10 Working Days |

*Note #1 (Administrative Requirements): Event Preparation via Info Emails & Phone Calls (.25 Days), Distribute Event Minutes, any Project Reports, Information Slides, Storyboards and/or Incremental Releases (.25 Days), Collect and Forward Event Minutes, Information Slides, Storyboards and/or Incremental Release Comments to Contractor & "CC List" (.5 Days) = 1 x Day Total

**Note #2 (Abbreviations): Subject Matter Expert (SME), Training Developer (TD), Training Department Point of Contact (TNG DEPT POC), Interim Progress Review (IPR), Integrated Product Team (IPT).

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| | Monthly Meeting (IPT #7) | 1 Day (SME, TD, TNG DEPT POC, SIM Branch POC) | Contractor | Meeting Minutes due to GOV within 10 Working Days |
| | Monthly Meeting (IPT #7) Administrative Requirements | 1 Day (SIM Branch POC) | SIM Branch POC | Comments due back to contractor within 10 Working Days |
| | | | | |
| **8th Month** | Monthly Report #7 (7th Month) | 1 Day (SME, TD, TNG DEPT POC, SIM Branch POC) | Contractor | |
| | Monthly Report #7 Administrative Requirements | 1 Day (SIM Branch POC) | SIM Branch POC | Comments due back to contractor within 10 Working Days |
| | | | | |
| | Incremental Release #1, Release Candidate #1 (25% of Lessons Complete) | N/A | Contractor | |
| | Incremental Release #1, Release Candidate #1, SME/TD Review | 3-4 Days (SME, TD, SIM Branch POC) | SIM Branch POC | GOVT/Contractor Meeting/Teleconference held on the last day of the review to go over SME/TD comments. |
| | Incremental Release #1 Administrative Requirements | 1 Day (SIM Branch POC) | SIM Branch POC | Comments due back to contractor within 10 Working Days |
| | | | | |
| | Monthly Meeting (IPT #8) | 1 Day (SME, TD, TNG DEPT POC, SIM Branch POC) | Contractor | Meeting Minutes due to GOV within 10 Working Days |
| | Monthly Meeting (IPT #8) Administrative Requirements | 1 Day (SIM Branch POC) | SIM Branch POC | Comments due back to contractor within 10 Working Days |
| | | | | |
| **9th Month** | Monthly Report #8 (8th Month) | 1 Day (SME, TD, TNG DEPT POC, SIM Branch POC) | Contractor | |
| | Monthly Report #8 Administrative Requirements | 1 Day (SIM Branch POC) | SIM Branch POC | Comments due back to contractor within 10 Working Days |
| | | | | |
| | Monthly Meeting (IPT #9) | 1 Day (SME, TD, TNG DEPT POC, SIM Branch POC) | Contractor | Meeting Minutes due to GOV within 10 Working Days |
| | Monthly Meeting (IPT #9) Administrative Requirements | 1 Day (SIM Branch POC) | SIM Branch POC | Comments due back to contractor within 10 Working Days |
| | | | | |
| **10th Month** | Monthly Report #9 (9th Month) | 1 Day (SME, TD, TNG DEPT POC, SIM Branch POC) | Contractor | |
| | Monthly Report #9 Administrative Requirements | 1 Day (SIM Branch POC) | SIM Branch POC | Comments due back to contractor within 10 Working Days |
| | | | | |
| | Monthly Meeting (IPT #10) | 1 Day (SME, TD, TNG DEPT POC, SIM Branch POC) | Contractor | Meeting Minutes due to GOV within 10 Working Days |
| | Monthly Meeting (IPT #10) Administrative Requirements | 1 Day (SIM Branch POC) | SIM Branch POC | Comments due back to contractor within 10 Working Days |
| | | | | |
| **11th Month** | Monthly Report #10 (10th Month) | 1 Day (SME, TD, TNG DEPT POC, SIM Branch POC) | Contractor | |
| | Monthly Report #10 Administrative Requirements | 1 Day (SIM Branch POC) | SIM Branch POC | Comments due back to contractor within 10 Working Days |
| | | | | |
| | Incremental Release #2, Release Candidate #1 (50% of Lessons Complete) | N/A | Contractor | Corrections to Incremental Release #1 will be provided w/Incremental Release #2 |
| | Incremental Release #2, Release Candidate #1, SME/TD Review | 5 Days (SME, TD, SIM Branch POC) | SIM Branch POC | Corrections to Incremental Release #1 will be reviewed w/Incremental Release #2. GOVT/Contractor |

*Note #1 (Administrative Requirements): Event Preparation via Info Emails & Phone Calls (.25 Days), Distribute Event Minutes, any Project Reports, Information Slides, Storyboards and/or Incremental Releases (.25 Days), Collect and Forward Event Minutes, Information Slides, Storyboards and/or Incremental Release Comments to Contractor & "CC List" (.5 Days) = 1 x Day Total

**Note #2 (Abbreviations): Subject Matter Expert (SME), Training Developer (TD), Training Department Point of Contact (TNG DEPT POC), Interim Progress Review (IPR), Integrated Product Team (IPT).

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|---|---|---|---|---|
| | | | | Meeting/Teleconference held on the last day of the review to go over SME/TD comments. |
| | Incremental Release #2 Administrative Requirements | 1 Day (SIM Branch POC) | SIM Branch POC | Comments due back to contractor within 10 Working Days |
| | | | | |
| | Monthly Meeting (IPT #11) | 1 Day (SME, TD, TNG DEPT POC, SIM Branch POC) | Contractor | Meeting Minutes due to GOV within 10 Working Days |
| | Monthly Meeting (IPT #11) Administrative Requirements | 1 Day (SIM Branch POC) | SIM Branch POC | Comments due back to contractor within 10 Working Days |
| | | | | |
| **12th Month** | Monthly Report #11 (11th Month) | 1 Day (SME, TD, TNG DEPT POC, SIM Branch POC) | Contractor | |
| | Monthly Report #11 Administrative Requirements | 1 Day (SIM Branch POC) | SIM Branch POC | Comments due back to contractor within 10 Working Days |
| | | | | |
| | Monthly Meeting (IPT #12) | 1 Day (SME, TD, TNG DEPT POC, SIM Branch POC) | Contractor | Meeting Minutes due to GOV within 10 Working Days |
| | Monthly Meeting (IPT #12) Administrative Requirements | 1 Day (SIM Branch POC) | SIM Branch POC | Comments due back to contractor within 10 Working Days |
| | | | | |
| **13th Month** | Monthly Report #12 (12th Month) | 1 Day (SME, TD, TNG DEPT POC, SIM Branch POC) | Contractor | |
| | Monthly Report #12 Administrative Requirements | 1 Day (SIM Branch POC) | SIM Branch POC | Comments due back to contractor within 10 Working Days |
| | | | | |
| | Monthly Meeting (IPT #13) | 1 Day (SME, TD, TNG DEPT POC, SIM Branch POC) | Contractor | Meeting Minutes due to GOV within 10 Working Days |
| | Monthly Meeting (IPT #13) Administrative Requirements | 1 Day (SIM Branch POC) | SIM Branch POC | Comments due back to contractor within 10 Working Days |
| | | | | |
| **14th Month** | Monthly Report #13 (13th Month) | 1 Day (SME, TD, TNG DEPT POC, SIM Branch POC) | Contractor | |
| | Monthly Report #13 Administrative Requirements | 1 Day (SIM Branch POC) | SIM Branch POC | Comments due back to contractor within 10 Working Days |
| | | | | |
| | Incremental Release #3, Release Candidate #1 (75% of Lessons Complete) | N/A | Contractor | Corrections to Incremental Release #2 will be provided w/Incremental Release #3 |
| | Incremental Release #3, Release Candidate #1, SME/TD Review | 5 Days (SME, TD, SIM Branch POC) | SIM Branch POC | Corrections to Incremental Release #2 will be reviewed w/Incremental Release #3. GOVT/Contractor Meeting/Teleconference held on the last day of the review to go over SME/TD comments. |
| | Incremental Release #3 Administrative Requirements | 1 Day (SIM Branch POC) | SIM Branch POC | Comments due back to contractor within 10 Working Days |
| | | | | |
| | Monthly Meeting (IPT #14) | 1 Day (SME, TD, TNG DEPT POC, SIM Branch POC) | Contractor | Meeting Minutes due to GOV within 10 Working Days |
| | Monthly Meeting (IPT #14) Administrative Requirements | 1 Day (SIM Branch POC) | SIM Branch POC | Comments due back to contractor within 10 Working Days |
| | | | | |
| **15th Month** | Monthly Report #14 (14th Month) | 1 Day (SME, TD, TNG DEPT POC, SIM Branch POC) | Contractor | |
| | Monthly Report #14 Administrative Requirements | 1 Day (SIM Branch POC) | SIM Branch POC | Comments due back to contractor within 10 Working Days |

*Note #1 (Administrative Requirements): Event Preparation via Info Emails & Phone Calls (.25 Days), Distribute Event Minutes, any Project Reports, Information Slides, Storyboards and/or Incremental Releases (.25 Days), Collect and Forward Event Minutes, Information Slides, Storyboards and/or Incremental Release Comments to Contractor & "CC List" (.5 Days) = 1 x Day Total

**Note #2 (Abbreviations): Subject Matter Expert (SME), Training Developer (TD), Training Department Point of Contact (TNG DEPT POC), Interim Progress Review (IPR), Integrated Product Team (IPT).

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|---|---|---|---|---|
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| | Monthly Meeting (IPT #15) | 1 Day (SME, TD, TNG DEPT POC, SIM Branch POC) | Contractor | Meeting Minutes due to GOV within 10 Working Days |
| | Monthly Meeting (IPT #15) Administrative Requirements | 1 Day (SIM Branch POC) | SIM Branch POC | Comments due back to contractor within 10 Working Days |
| | | | | |
| **16th Month** | Monthly Report #15 (15th Month) | 1 Day (SME, TD, TNG DEPT POC, SIM Branch POC) | Contractor | |
| | Monthly Report #15 Administrative Requirements | 1 Day (SIM Branch POC) | SIM Branch POC | Comments due back to contractor within 10 Working Days |
| | | | | |
| | Monthly Meeting (IPT #16) | 1 Day (SME, TD, TNG DEPT POC, SIM Branch POC) | Contractor | Meeting Minutes due to GOV within 10 Working Days |
| | Monthly Meeting (IPT #16) Administrative Requirements | 1 Day (SIM Branch POC) | SIM Branch POC | Comments due back to contractor within 10 Working Days |
| | | | | |
| **17th Month** | Monthly Report #16 (16th Month) | 1 Day (SME, TD, TNG DEPT POC, SIM Branch POC) | Contractor | |
| | Monthly Report #16 Administrative Requirements | 1 Day (SIM Branch POC) | SIM Branch POC | Comments due back to contractor within 10 Working Days |
| | | | | |
| | Final Release, Release Candidate #1 (100% of Lessons Complete) | N/A | Contractor | Corrections to Incremental Release #3 will be provided w/Final Release, Release Candidate #1 |
| | Final Release, Release Candidate #1, SME/TD Review | 5 Days (SME, TD, SIM Branch POC) | SIM Branch POC | Corrections to Incremental Release #3 will be reviewed w/Final Release, Release Candidate #1. GOVT/Contractor Meeting/Teleconference held on the last day of the review to go over SME/TD comments. |
| | Final Release, Release Candidate #1 Administrative Requirements | 1 Day (SIM Branch POC) | SIM Branch POC | Comments due back to contractor within 10 Working Days |
| | | | | |
| | Monthly Meeting (IPT #17) | 1 Day (SME, TD, TNG DEPT POC, SIM Branch POC) | Contractor | Meeting Minutes due to GOV within 10 Working Days |
| | Monthly Meeting (IPT #17) Administrative Requirements | 1 Day (SIM Branch POC) | SIM Branch POC | Comments due back to contractor within 10 Working Days |
| | | | | |
| **18th Month** | Monthly Report #17 (17th Month) | 1 Day (SME, TD, TNG DEPT POC, SIM Branch POC) | Contractor | |
| | Monthly Report #17 Administrative Requirements | 1 Day (SIM Branch POC) | SIM Branch POC | Comments due back to contractor within 10 Working Days |
| | | | | |
| | Group Trials (Education Validation) IPR #1 and IPR #2 (Rehearsal) | 1 Day (SME, TD, SIM Branch POC, OBSERVER) | TD/SIM Branch POC | |
| | | | | |
| | Final Release, Release Candidate #2 | N/A | Contractor | Corrections to Final Release, Release Candidate 1 will be provided w/Final Release, Release Candidate 2 |
| | Final Release, Release Candidate #2, SME/TD Functionality Check | 1 Day (SME, TD, SIM Branch POC) | SIM Branch POC | Corrections to Final Release, Release Candidate 1 will be reviewed w/Final Release, Release Candidate 2 |
| | Final Release, Release Candidate #2 Administrative Requirements | 1 Day (SIM Branch POC) | SIM Branch POC | These comments will be provided back to the contractor w/the final Group Trials (Education Validation) comments |
| | | | | |
| | Group Trials (Education Validation) Testing | 10-15 Days (SME, TD, SIM Branch POC, OBSERVER)<br>10-15 Days (Target Audience) | TD/SIM Branch POC | |

*Note #1 (Administrative Requirements): Event Preparation via Info Emails & Phone Calls (.25 Days), Distribute Event Minutes, any Project Reports, Information Slides, Storyboards and/or Incremental Releases (.25 Days), Collect and Forward Event Minutes, Information Slides, Storyboards and/or Incremental Release Comments to Contractor & "CC List" (.5 Days) = 1 x Day Total

**Note #2 (Abbreviations): Subject Matter Expert (SME), Training Developer (TD), Training Department Point of Contact (TNG DEPT POC), Interim Progress Review (IPR), Integrated Product Team (IPT).

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|---|---|---|---|---|
| | | | | |
| | Group Trials (Education Validation) Report | 5 Days (TD)<br>1 Day (SME, SIM Branch & OBSERVER) | TD | |
| | Group Trials (ED Validation Report)<br>Administrative Requirements | 3 Days (SIM Branch POC) | SIM Branch POC | Comments due back to contractor within 10 Working Days |
| | | | | |
| | Monthly Meeting (IPT #18) | 1 Day (SME, TD, TNG DEPT POC, SIM Branch POC) | Contractor | Meeting Minutes due to GOV within 10 Working Days |
| | Monthly Meeting (IPT #18)<br>Administrative Requirements | 1 Day (SIM Branch POC) | SIM Branch POC | Comments due back to contractor within 10 Working Days |
| | | | | |
| **19th Month** | Monthly Report #18 (18th Month) | 1 Day (SME, TD, TNG DEPT POC, SIM Branch POC) | Contractor | |
| | Monthly Report #18<br>Administrative Requirements | 1 Day (SIM Branch POC) | SIM Branch POC | Comments due back to contractor within 10 Working Days |
| | | | | |
| | Monthly Meeting (IPT #19) | 1 Day (SME, TD, TNG DEPT POC, SIM Branch POC) | Contractor | Meeting Minutes due to GOV within 10 Working Days |
| | Monthly Meeting (IPT #19)<br>Administrative Requirements | 1 Day (SIM Branch POC) | SIM Branch POC | Comments due back to contractor within 10 Working Days |
| | | | | |
| **20th Month** | Monthly Report #19 (19th Month) | 1 Day (SME, TD, TNG DEPT POC, SIM Branch POC) | Contractor | |
| | Monthly Report #19<br>Administrative Requirements | 1 Day (SIM Branch POC) | SIM Branch POC | Comments due back to contractor within 10 Working Days |
| | | | | |
| | Final Release, Release Candidate #3 | N/A | Contractor | Corrections to Final Release, Release Candidate 2 will be provided w/Final Release, Release Candidate 3 |
| | Final Release, Release Candidate #3,<br>Government Acceptance Test | 5 Days (SME, TD, SIM Branch POC) | SIM Branch POC | Corrections to Final Release, Release Candidate 2 will be reviewed w/Final Release, Release Candidate 3.<br>GOVT/Contractor Meeting/Teleconference held on the last day of the review to go over SME/TD comments. |
| | Government Acceptance Test<br>Administrative Requirements | 1 Day (SIM Branch POC) | SIM Branch POC | Comments due back to contractor within 10 Working Days |
| | | | | |
| | Monthly Meeting (IPT #20) | 1 Day (SME, TD, TNG DEPT POC, SIM Branch POC) | Contractor | Meeting Minutes due to GOV within 10 Working Days |
| | Monthly Meeting (IPT #20)<br>Administrative Requirements | 1 Day (SIM Branch POC) | SIM Branch POC | Comments due back to contractor within 10 Working Days |
| | | | | |
| | Final Delivery | N/A | Contractor | |
| | Final Delivery<br>Administrative Requirements | 2 Days (SIM Branch POC) | SIM Branch POC | Comments due back to contractor within 10 Working Days |
| | | | | |
| | Monthly Report #20 (20th Month) | 1 Day (SME, TD, TNG DEPT POC, SIM Branch POC) | Contractor | |
| | Monthly Report #20<br>Administrative Requirements | 1 Day (SIM Branch POC) | SIM Branch POC | Comments due back to contractor within 10 Working Days |
| | | | | |
| **Totals** | | | | |
| 20 Months | N/A | 10-15 Days | Target Audience | N/A |
| | | 12-17 Days | OBSERVER | |

*Note #1 (Administrative Requirements): Event Preparation via Info Emails & Phone Calls (.25 Days), Distribute Event Minutes, any Project Reports, Information Slides, Storyboards and/or Incremental Releases (.25 Days), Collect and Forward Event Minutes, Information Slides, Storyboards and/or Incremental Release Comments to Contractor & "CC List" (.5 Days) = 1 x Day Total

**Note #2 (Abbreviations): Subject Matter Expert (SME), Training Developer (TD), Training Department Point of Contact (TNG DEPT POC), Interim Progress Review (IPR), Integrated Product Team (IPT).

| | | | | |
|---|---|---|---|---|
| | | 47 Days | TNG DEPT POC | |
| | | 87-93 Days | SME | |
| | | 91-97 Days | TD | |
| | | 146-153 Days | SIM Branch POC | |

**2. Timeline Event Explanations.**

a. Post Award Meeting [Contract Data Requirements List (CDRL) #1]. The purpose of the Post Award Meeting is to ensure complete, mutual understanding of the project and to establish a cooperative relationship between the contractor and Government personnel. All parties approach the project as a team effort. The contractor shall convene the Post Award Meeting NLT 10 working days after contract award. During the course of the Post Award Meeting the contractor shall address the following items, including but not limited too, contract clarifications (As needed), the Milestone Schedule, the contractor Simulator/Simulation Development and Testing Process, contractor Contract Deliverables and Submission Procedures and/or any other Contract Requirements. Meeting minutes shall be delivered by the contractor NLT 10 working days after the meeting was conducted. The Government has 10 working days to comment on the meeting minutes and the contractor shall be given an additional 10 working days to incorporate the Government revisions to the meeting minutes. This process will continue until the Government is satisfied that the meeting minutes accurately capture what was discussed at the Post Award Meeting. (*Note: This meeting usually occurs the second week of the 1st Month of the Simulator Development Timeline as shown above*).

b. Data Collection (s) (CDRL #2). This is a contractor activity that involves the collection of information required to develop Simulator/Simulation Lessons and 3D Models. This may also include collecting data via questions from the project Subject Matter Experts and Training Developers. The contractor shall provide the Government with a Data Collection Report (s) NLT than 10 working days after the completion of the Data Collection (s). At a minimum this report (s) shall highlight what data was collected, what data still needs to be collected and any issues involved with the data collection (s). The Government has 10 working days to comment on the Data Collection Report (s) and the contractor shall be given an additional 10 working days to incorporate the Government revisions to the Data Collection Report (s). This process will continue until the Government is satisfied that the Data Collection Report (s) accurately captures what data was collected. (*Note: Data Collections usually occur during the first or second week of the 1st, 2nd and 3rd Month of the Simulator Development Timeline as shown above*).

c. Government Furnished Information (GFI)/Government Furnished Equipment (GFE) Report (CDRL #3). The purpose of the GFI/GFE report is for the contractor to list all materials identified and provided by the government necessary to design and develop the Simulator/Simulation. The GFI/GFE report should include a list of objectives which include all soldier tasks, skills, knowledge's, numbers, titles, and training objectives to be covered. The GFI/GFE report should cover each learning objective and state if the

*Note #1 (Administrative Requirements): Event Preparation via Info Emails & Phone Calls (.25 Days), Distribute Event Minutes, any Project Reports, Information Slides, Storyboards and/or Incremental Releases (.25 Days), Collect and Forward Event Minutes, Information Slides, Storyboards and/or Incremental Release Comments to Contractor & "CC List" (.5 Days) = 1 x Day Total

**Note #2 (Abbreviations): Subject Matter Expert (SME), Training Developer (TD), Training Department Point of Contact (TNG DEPT POC), Interim Progress Review (IPR), Integrated Product Team (IPT).

GFI/GFE is available, unavailable, not required, not current, or inadequate. The contractor will explain why GFI/GFE is inadequate, if applicable. The GFI/GFE report will be submitted within 30 calendar days after contract is issued/let.

d. Monthly Reports (CDRL #4). The purpose the Monthly Report is for the contractor to provide the Government with a written status as to what occurred during the development of the Simulator/Simulation during the previous month. More specifically, but not limited too, the contractor shall list any accomplishments that occurred during the previous month, any travel conducted for the month, any travel planned for the next month, any planned activities for the next month, any updates to the milestone schedule and any issues/corrective actions taken and/or recommendations. The Government has 10 working days to comment on the Monthly Report and the contractor shall be given an additional 10 working days to incorporate the Government revisions to the Monthly Report. This process will continue until the Government is satisfied that the Month Report accurately captures what was done during the month. (*Note: The Government receives the monthly report covering the activities of the previous month from the contractor the first week of every month, starting the 2nd Month of the Simulator Development Timeline as shown above. The monthly meeting minutes and slides can serve in lea of the monthly reports as a means of providing a status on the Simulator project. This must be spelled out either way in the Simulator Contract, Performance Work Statement or Delivery Order).*

e. Monthly Meetings (and/or IPTS) (CDRL #5). The purpose of Monthly Meetings (and/or IPTS) is to review the status of all aspects of the training development effort. These meetings shall focus upon the project status based upon the agreements reached and direction provided by the Government in the Post Award Meeting and subsequent Monthly Meetings and/or other Integrated Product Team (IPT) meetings (Such as Data Collections) as applicable. Monthly Meetings (and/or IPTS) shall be convened by the contractor as identified in the timeline above, with meeting minutes due to the Government NLT 10 working days after each meeting. The Government has 10 working days to comment on the meeting minutes and the contractor shall be given an additional 10 working days to incorporate the Government revisions to the meeting minutes. This process will continue until the Government is satisfied that the meeting minutes accurately capture what was discussed at the meeting. (*Note: Monthly meetings usually occur the last week of every month of the Simulator Development Timeline as shown above*).

f. System Requirements Review (SRR) (CDRL #6). The SRR meeting marks the end of the Training Analysis phase of the Simulator/Simulation's development. The purpose of the SRR is for the contractor to confirm with the Government what their understanding of what the refined Simulator/Simulation requirements are as a result of the Monthly Meetings and Data Collections (IPTS) that occurred during the Training Analysis phase of the Simulator/Simulation's development. The focus of the SRR is to confirm the content of the Simulator/Simulation (Basically any information, but not limited too, what Government approval the contractor will need to finalize and produce the IMDP such as the Final Task List, Final Lesson Foot Print, Final TLO/ELOS, etc…). The SRR shall be convened by the contractor as identified in the timeline above, with the SRR Meeting Minutes due to the Government NLT 10 working days after the SRR. The Government has 10 working days to comment on the SRR Meeting Minutes

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and the contractor shall be given an additional 10 working days to incorporate the Government revisions to the SRR Meeting Minutes. This process will continue until the Government is satisfied that the SRR Meeting Minutes accurately capture what was discussed at the SRR.

g. System Design Review (SDR) (CDRL #7). The SDR meeting marks the end of the Design Analysis phase of the Simulator/Simulation's development. The purpose of the SDR is for the contractor to back brief the Government on how the Simulator/Simulation will meet all of the Government requirements agreed to at the SRR. The focus of the SDR is to confirm how the Simulator/Simulation content is displayed and how the student interacts with it (Basically any information, but not limited too, what Government approval the contractor will need to finalize and produce the Prototype such as the initial Design Characteristics, Graphical User Interface, AAR Format & Functionality, etc…). The SDR shall be convened by the contractor as identified in the timeline above, with the SDR Meeting Minutes due to the Government NLT 10 working days after the SRR. The Government has 10 working days to comment on the SDR Meeting Minutes and the contractor shall be given an additional 10 working days to incorporate the Government revisions to the SDR Meeting Minutes. This process will continue until the Government is satisfied that the SDR Meeting Minutes accurately capture what was discussed at the SDR.

h. Instructional Media Design Package (IMDP) (CDRL #8). The IMDP represents the culmination of both the Training Analysis and Design Analysis phases of the Simulator/Simulation's development. After Government approval, the IMDP marks the beginning of the Lesson Development phase of the Simulator/Simulation. The purpose of the IMDP is for the contractor to provide the design strategy and the flow diagrams that support development of the Simulator/Simulation. Included in the design strategy are lesson topic information, learning objectives, audio production requirements, screen conventions, performance standards, and computer-managed instruction features. The Government has 10 working days to comment on the IMDP and the contractor shall be given an additional 10 working days to incorporate the Government revisions to the IMDP. This process will continue until the Government is satisfied that the IMDP is correct. (*Note: The Government receives the IMDP from the contractor the first or second week of the 5th Month of the Simulator Development Timeline as shown above*).

i. Prototype (CDRL #9). The Prototype represents the culmination of both the Training Analysis and Design Analysis phases of the Simulator/Simulation's development. After Government approval, the Prototype marks the beginning of the Lesson Development phase of the Simulator/Simulation. The purpose of the prototype is for the contractor to provide an initial sample of the lessons to be developed so that they can demonstrate to the Government that they understand all of the Simulator requirements. More specifically the prototype shall consist of one Simulator Familiarize, one Simulator Acquire, one Simulator Practice and one Simulator Validate lesson that together train the user on one of the overall required Simulator tasks. For Simulators/Simulations that don't necessarily follow the Ft. Gordon PC Based Virtual Signal Equipment Simulator Design Characteristics and Graphical User Interface (GUI) the

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base contract will specifically call out the prototype requirements the contractor must meet. The Government has 10 working days to comment on the Prototype and the contractor shall be given an additional 10 working days to incorporate the Government revisions to the Prototype. This process will continue until the Government is satisfied that the Prototype is correct. The contractor shall also coordinate with and provide ATSC with the SCORM Version of the Prototype. They shall be available to answer any questions the ATSC Testers may have and they shall be required to provide the ATSC Testers with the "Answer Key" for the SCORM Version of the Prototype. Upon successful completion of the ATSC SCORM Testing the contractor shall provide the Government with the complete test results. (*Note: The Government receives the Prototype from the contractor the first or second week of the 3rd Month of the Simulator Development Timeline as shown above*).

j. Incremental Releases (CDRL #10). The Incremental Releases constitute the virtual, PC Based 3D (Level 1-4 IMI) Simulator lessons that the contractor are required to design and develop IAW the contract. In Incremental Release #1, 10% of all the required lessons shall be completed. In Incremental Release #2, 40% of all the required lessons shall be completed. In Incremental Release #3, 70% of all the required lessons shall be completed. The contractor shall correct any deficiencies identified by the Government prior to the next release of the Simulator/Simulation. (*Note: The Government receives Incremental Releases from the contractor the first week of the every Month they are scheduled to occur as shown in the Simulator Development Timeline above*).

k. Final Releases (Release Candidates #1-3) (CDRL #11). The Final Releases constitute the virtual, PC Based, 3D (Level 1-4 IMI) Simulator lessons that the contractor are required to design and develop IAW the contract.

(1) Final Release, Release Candidate #1. In Final Release, Release Candidate #1, all of the required lessons shall be completed. The contractor shall correct any deficiencies identified by the Government during the course of the SME/TD review of the Final Release, Release Candidate #1 prior to the release of the Final Release, Release Candidate #2. (*Note: The Government receives the Final Release, Release Candidate #1 of the Simulator from the contractor the first week of the 17th Month of the Simulator Development Timeline as shown above*).

(2) Final Release, Release Candidate #2. The Final Release, Release Candidate #2 version of the Simulator/Simulation shall be the version used to conduct the Group Trials. Any deficiencies identified by the Government during the course of the SME/TD functionality check of the Final Release, Release Candidate #2 shall be provided back to the contractor w/the final Group Trials (Education Validation) comments. The contractor shall correct any deficiencies identified by the Government during the course of the Final Release, Release Candidate #2 functionality test and the Group Trial(s) prior to the release of the Final Release, Release Candidate #3. (*Note: The Government receives the Final Release, Release Candidate #2 of the Simulator from the contractor NLT five working days prior to the start of the Group Trials*).

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(3) Final Release, Release Candidate #3. The Final Release, Release Candidate #3 shall be the version of the Simulator/Simulation used to conduct the Government Acceptance Testing. The contractor shall correct any deficiencies identified by the Government during the course of the Government Acceptance Test and prior to the Final Delivery of the Simulator/Simulation. (*Note: The Government receives the Final Release, Release Candidate #3 of the Simulator from the contractor the first week of the 20th Month of the Simulator Development Timeline as shown above*).

l. Final Delivery (CDRL #12). The Final Delivery constitutes the virtual, PC Based 3D (Level 1-4 IMI) Simulator lessons that the contractor is required to design and develop IAW the contract. The Final Delivery of the Simulator/Simulation is the final version of the Simulator where the contractor shall have corrected any deficiencies noted by Government during the course of the development of the Simulator/Simulation. Besides providing the Government with the Stand Alone version of the Final Delivery the contractor shall also coordinate with and provide ATSC with the SCORM Version of the Final Delivery for testing. The contractor shall be available to answer any questions the ATSC Testers may have and they shall be required to provide the ATSC Testers with the "Answer Key" for the SCORM Version of the Final Delivery. Upon successful completion of the ATSC SCORM Testing the contractor shall provide the Government with the complete test results and the final updated SCORM Version of the Simulator/Simulation. At project completion in addition to providing the Government with the Final Stand Alone and SCORM Versions of the Simulator/Simulation, the contractor shall be required to provide the Government with the following Simulator/Simulation Supporting Products to include any authoring tool files and courseware. The contractor shall provide the following Supporting Products in electronic/digital form. (*Note: The Government receives the Final Delivery and the associated Supporting Products of the Simulator from the contractor the last week of the 20th Month of the Simulator Development Timeline as shown above*).

(1) Software, Databases and Project Files. The contractor shall submit any application software programs, databases, and project files that were used to document, meta-data tag, and/or design, develop or run the courseware. The contractor shall specify the software programs and version in which the data files were created. If the contractor used proprietary software to design, develop or run the courseware, the contractor shall provide a copy of this generation software to the government to allow the government to maintain and upgrade the design and development documentation and the courseware over its life cycle.

(2) Source files. The contractor shall deliver all source files used to develop the courseware for the following source formats:

(a) Graphics and Media Source Files. The contractor shall deliver all graphics and media source files in the format from which the graphics or media was originally derived. For example: MPEG-4 source file would be the uncompressed video file that was used to create the MPEG-4 (.mp3) file. The 2D graphics pictures that were captured from a 3D drawing would be the original AutoCAD® file.

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(b) Authored Content Source Files. Authored content source files are source files (for example, ToolBook™, Flash™, etc.) that are used to produce web content through some export/conversion method. These authored source files generally contain numerous files in a folder structure needed for the export/conversion process. Authored content source files shall be delivered in the same folder structure from which the web-based courseware was exported/converted so that the export/conversion process can be repeated for update and maintenance.

(3) Shells/Templates. The contractor shall submit any interactive, Internet-ready shells/templates used to develop this training product.

m. SME/TD Reviews. The Government Training Developer (TD), Subject Matter Expert (SME) and the Simulation Branch Project Leader shall meet in the Simulation Branch Lab (Moran Hall, Room 217) for a period of 3-5 working days (Dependant on the # of lessons to be reviewed) to conduct a consolidated group level analysis after each and every release of the Simulator (To include the "Final Delivery") to ensure that the content (Lessons & Models) being developed is functional, correct, clear, uses current references, and includes all critical information. During the course of this consolidated review the Contractor shall be available (Either in person or telephonically) to answer any questions the TD, SME or Simulation Branch Project Leader may have in regards to the Simulator lessons being reviewed. On the afternoon of the final day of review the SIM Branch Project LDR, the project Training Department POC, SME (s), TD (s) and the contractor shall meet in the SIM Branch Office (Conference call will occur for contractors working outside of the Ft. Gordon/Augusta/Martinez/Evans, GA area) to review the Government's comments regarding the SIM Product (Storyboard or Simulator/Simulation Lessons). The contractor shall correct any deficiencies identified by the Government (TD, SME, or SIM Branch Project Leader) prior to the next release of the Simulator/Simulation.

n. Group Trial. The Group Trial is the process used to validate a lesson/lesson plan's individual objectives, based on observations and statistical analysis. The Group Trial allows the Training Developer to gather information, by exposing a group of volunteers (a minimum of 10) from the target audience, or a group of volunteers that possess the critical characteristics of the target audience, to the instructional materials. In-depth interviews or surveys, conducted with each of the volunteers, are used to gather more information about the quality of the materials. The contractor shall participate in the Group Trial by assisting in setting up the classroom environment (Load the Simulator), ensure that all technical requirements for reviewing and testing the product are met (Simulator is fully functional) and providing a representative to remain in the classroom from start to finish to record any technical issues/faults (Bugs) encountered and try to fix them on the spot. (*Note: The Group Trials IPR #1 shall usually occur the 1st week, IPR #2 the 2nd week and the actual Group Trials the 3rd and 4th week of the 18th Month of the Simulator Development Timeline as shown above*).

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o. Government Acceptance Test. This is the final testing that the Government does to the "Final Release, Release Candidate #3" of the Simulator. The contractor is required to fix any problems with the Simulator that the Government may find during the course of this test prior to the Final Delivery.

p. Simulation Branch Event Preparation Instructions.

(1) Initial Project Requirements. At the beginning of the project the Simulation Project Leader is responsible for writing, reviewing, and providing input on the Simulator Statement of Work and/or Delivery Order, as well as any contract modifications. The Simulation Project Leader is also responsible for drafting, staffing (Pre/Post Coordination/Confirmation with the DOT/PMO & Training Departments), and distributing the Simulator Tasking Letter and Management Plan Memorandum of Agreement (MOU).

(2) Initial & Subsequent Reminders. Two weeks prior to any meetings, Data Collections, SME/TD Reviews, Group Trial(s) and Government Acceptance Testing, the Simulation Branch Project Leader shall e-mail the project SME/TD(s) and their supervisors to remind them of the event. One week prior to any meetings, Data Collections, SME/TD Reviews, Group Trial(s) and Government Acceptance Testing, the Simulation Branch Project Leader shall call the project SME/TD(s) and their supervisors to remind them of the event and ensure their participation. One day prior to these events, the Simulation Branch Project Leader shall call the project SME/TD(s) and their supervisors to remind them of the event

(3) Document Review. The Simulation Branch Project Leader is responsible for distributing [To the Project SME/TD(s)], collecting [From the Project SME/TD(s)] and forwarding [To the contractor after corrections have been made to the document in question] any Event Minutes, Project Reports, Information Slides, Group Trial Plan (s)/Report(s), Storyboards and/or Incremental Release(s) comments.

(4) Milestone Maintenance & Updates. The Simulation Branch Project Leader is responsible for working with the contractor to maintain and update the project Milestone list as the events change due to unforeseen circumstances. Furthermore the Simulation Branch Project Leader is responsible for forwarding any updates to the project SME/TD(s) and their supervisors.

(5) Simulation Branch Calendar & SIM Tracker. As changes to the project occur the Simulation Branch Project Leader is responsible for informing the Simulation Branch Chief, updating the Simulation Branch Calendar and modifying the SIM Tracker as necessary.

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