

ANNEX N

GROUP TRIALS PLAN TEMPLATE

For

(Insert Simulator name here).

(Insert group trial dates here).

(Insert building location & room # here).

(Insert Group Trials Plan “As of Date” here).

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(Update Table of Contents once this Group Trials Plan is completed).

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1. References.

a. TRADOC Regulation 350-70 (Systems Approach to Training Management, Processes, and Products) dated 09 MAR 99.

b. TRADOC Pamphlet 350-70-2 (Training Multimedia Courseware Development Guide) dated 26 JUN 03.

c. TRADOC Pamphlet 350-70-10 (Systems Approach to Training Course and Courseware Validation) dated 29 MAR 04.

d. DRAFT U.S. Army Signal Center & Ft. Gordon Simulator Development Standard Operating Procedure (SOP) dated 13 SEP 07.

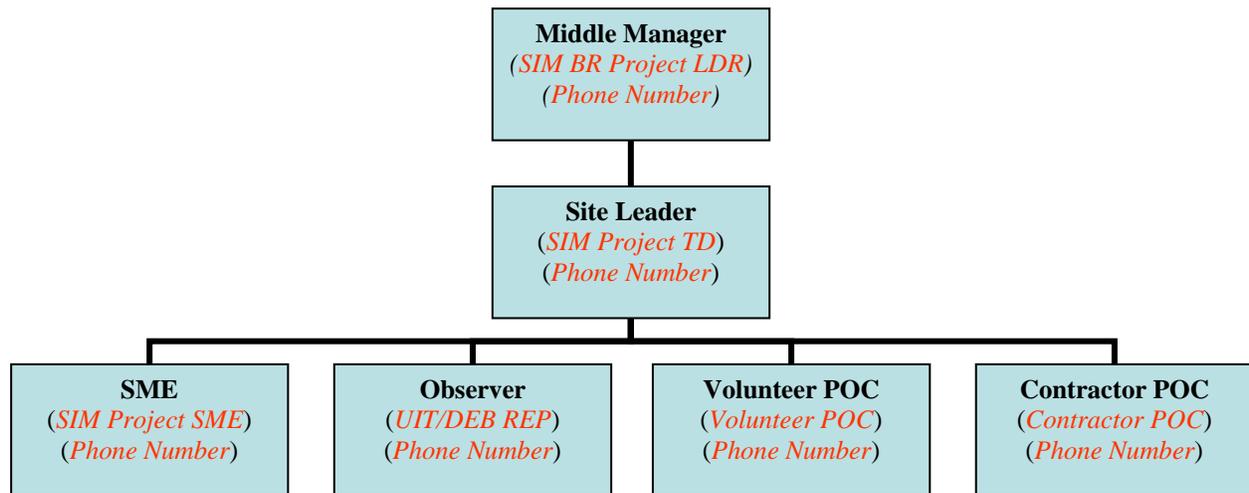
2. Overview. Group trial(s) is a process used to validate a lesson/lesson plan's individual objectives, based on observations and statistical analysis. The trial(s) allows the training developer to gather information, by exposing a group of volunteers (a minimum of 10) from the target audience, or a 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 Simulator lessons. Finally, the training developer analyzes the volunteers' results and compares them to both the standard for the objective(s), and the computed criticality standard (70%) to determine if the Simulator lesson is valid. Following validation, any materials that do not validate are revised by the contractor, and the group trials process restarted, until all of the materials validate.

3. Validation Method. The sequential validation method, using a 70% criticality factor shall be employed. The Volunteers are required to score 100% on the Simulator Validate Lessons. These Simulator Validate Lessons are scored as either "GO" or "NO-GO".

4. Target Audience. The target audience for the (SSS v3) are Soldiers from the following Military Occupational Specialty [MOS(s)]: **(Insert the Target Audience identified in the Simulator Lesson Manager here)**.

5. Volunteers. Volunteers supporting this Group Trial are **(Insert # of Volunteers available here) x [Insert MOS(s) or Student Status (Hold-Under or Hold Over Students) here]** Soldiers from **(Insert Class Number or Unit Name Here)**. Volunteers (a minimum of 10), once assigned, must remain available for the entire Group Trial period; otherwise, the validation is invalid and must be redone.

6. Group Trials Test Control Group and Chain of Command.



7. Group Trials Mission Statement. The Test Control Group conducts Group Trials NLT **(Insert Group Trial Dates Here)** in **(Insert building location & room number here)** in order to ensure that the **(Insert Simulator name here)** lessons are functional, instructionally sound, in accordance with design documents, user friendly, consistent, technically accurate, current, and complete.

8. Group Trials Sequence of Events.

a. Phase 1 (Preparing for the Group Trials).

(1) Classroom Coordination. The Middle Manager shall coordinate with the CL21 & DTF Facility Manager for a suitable classroom (See paragraph 10, “Resource Requirements” of this plan) NLT four weeks prior to the Group Trials. The Middle Manager must ensure that the classroom is available NLT than one working day prior to the Group Trials so that the Simulator can be loaded onto the classroom computers.

(2) Initial Volunteer Coordination. The Middle Manager shall coordinate with the applicable Training Department Tasking Authority for Soldier support NLT three weeks prior to the Group Trials. These Soldiers must be 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.

(3) IPR # 1 (Issue the Group Trials Plan) (Insert Date, Time & Location Here). The Middle Manager shall coordinate for Test Control Group attendance and brief the Group Trials Plan NLT two weeks prior to the Group Trials. The Middle Manager shall remind the Contractor POC that they must provide the Standalone Version of the Simulator and the lesson list to the Middle Manager NLT than five working days before the Group Trials.

(4) IPR # 2 (Conduct Group Trials Rehearsal) (Insert Date, Time & Location Here). The Middle Manager shall coordinate for Test Control Group attendance and facilitate the Group Trials Rehearsal NLT one week prior to the Group Trials. The Volunteer POC shall provide the Middle Manager with a by name list of all the Volunteers participating in the Group Trials.

(5) Final Volunteer Coordination. The Middle Manager shall conduct final coordination with the applicable Training Department Tasking Authority for Soldier support NLT one working day prior to the Group Trials.

(6) Classroom Setup (Insert Date, Time & Location Here).

(a) NLT three working days prior to the Group Trials the Middle Manager shall coordinate with the Simulator Project Training Developer and Subject Matter Expert to ensure that the lessons titles listed on the “Group Trial Lesson Rollup” (See Appendix E) match the lesson titles in the Simulator (*As needed the Group Trial Lesson Rollup lessons shall be updated to match the lessons in the Simulator. Any lessons with known technical errors that prevent that lesson from functioning will be removed from the list of lessons until the contractor can fix it*).

(b) NLT two working days prior to the Group Trials the Middle Manager shall print and preposition all of the required paper work (Lesson List for the Volunteers, Spell out) for the Group Trials in the classroom.

(c) NLT one working day prior to the Group Trials the Middle Manager shall load the Standalone Version of the Simulator on the classroom computers. The Middle Manager shall test each Simulator on each computer for functionality.

(d) NLT one working day prior to the Group Trials the Middle Manager shall load the “Group Trial Lesson Rollup” (See Appendix E) on the Test Group’s computer in the classroom.

(e) NLT one working day prior to the Group Trials the Middle Manager shall attach a Volunteer # to each computer the Volunteers will use in the classroom.

b. Phase 2 (Executing the Group Trials).

(1) Day 1.

(a) Day 1 Schedule.

<u>Time</u>	<u>Event</u>	<u>Remarks</u>
0830-0930:	Introduction	<i>(Volunteers receive the Group Trials instructions and a Simulator demonstration).</i>
0930-1100:	Tutorial Lessons	<i>[Volunteers complete the JNN (v2) “Generator 10 KW TG Power Up” Acquire, Practice and Validate Lessons].</i>
1100-1230:	Lunch	<i>(Exact time is based on the Volunteer’s DFAC schedule).</i>
1230-1600:	Lesson Review	<i>(Volunteers complete the required lessons).</i>

(b) Day 1 Detailed Description of Events. On the morning of the first day of the Group Trials [*Using the Day 1 Group Trials Script (See Appendix G)*] the Middle Manager shall welcome the Volunteers and provide them with an explanation of what they are required to do. The Middle Manager shall then introduce the Test Control Group (Explaining what each person does), go over the daily schedule and explain the break and seating policy. Finally the Middle Manager shall instruct the Test Control Group to locate the SIM ICON on their desktop, create a Simulator Username and Password, go through the Introduction “Getting Started” Familiarize

Lesson and the Introduction “3D Overview” Acquire Lesson as well as complete the JNNv2 FAPV “Generator 10KW TQ Overview and Generator 10KW TQ Power Up” lessons.

Following the completion of these initial introductory lessons, the Site Leader shall explain the lesson progression instructions to the Volunteers. The Site Leader shall then show the Volunteers how to fill out the “Volunteer Background Questionnaire” (See Appendix A) and the “Volunteer Technical Problem Log” (See Appendix F).

After the Volunteers have completed and turned in their “Volunteer Background Questionnaire” (See Appendix A) they can begin to complete at their own pace the JNN (v2) “Generator 10 KW TG Power Up” Acquire, Practice and Validate Lessons.

After lunch the Volunteers will begin reviewing the actual Simulator lessons that need to be validated. The Test Control Group shall monitor the Volunteer’s progress and update the status of completed lessons on the “Group Trial Lesson Rollup” EXCEL spreadsheet (See Appendix E). The Test Control Group shall assist the Volunteers as needed on the completion of their Familiarize, Acquire and Practice lessons. The Volunteers are not allowed to be assisted with the completion of their Validate lessons. The Test Control Group shall record any technical problems with the Simulator or classroom computers on the “SME/TD Review Sheet” (See Appendix C) as they arise. The contractor POC shall review all technical problems encountered by the Volunteers, update their own technical problem tracker/log etc... and attempt to fix the technical problem onsite. At the end of each day of the Group Trials after the Volunteers have departed for the day the Test Control Group will conduct a quick huddle to discuss administrative lessons learned from that day and the plan for the next day. The Middle Manager shall then prepare and email the Simulation Branch Chief with the daily executive summary (See Appendix H).

(2) Day 2-9.

(a) Day 2-9 Schedule.

<u>Time</u>	<u>Event</u>	<u>Remarks</u>
0830-0845:	AAR	<i>(Middle Manager facilitates an AAR discussing the previous day’s lessons learned).</i>
0845-1100:	Lesson Review	<i>(Volunteers complete the required lessons).</i>
1100-1230:	Lunch	<i>(Exact time is based on the Volunteer’s DFAC schedule).</i>
1230-1600:	Lesson Review	<i>(Volunteers complete the required lessons).</i>

(b) Day 2-9 Description of Events. On the morning of the second day of the Group Trials the Site Leader shall facilitate the daily AAR utilizing the “AAR Log” (See Appendix D). Following the AAR the Volunteers shall begin reviewing the Simulator lessons again. The Test Control Group and contractor POC will continue to monitor progress, assist the Volunteers as needed and record information. The Middle Manager shall provide the DOT/UIT/Publications Branch with a list of the Volunteers names so that they (Pubs Branch) can create the Group Trials Certificates of Appreciation.

(3) Day 10.

(a) Day 10 Schedule.

<u>Time</u>	<u>Event</u>	<u>Remarks</u>
0830-1100:	Lesson Review	<i>(Volunteers complete the required lessons).</i>

1100-1230:	Lunch	<i>(Exact time is based on the Volunteer's DFAC schedule).</i>
1230-1500:	Lesson Review	<i>(Volunteers complete the required lessons).</i>
1500-1600:	Final AAR	<i>(Middle Manager facilitates the final AAR discussing the overall positive and negative aspects of the Simulator. Volunteer certificates are then handed out).</i>

(b) Day 10 Description of Events. During the course of the day the Volunteers should be completing the last of the Simulator lessons that they need to review. The Test Control Group will continue to monitor progress, assist the Volunteers as needed and record information. At the end of the day the Middle Manager shall facilitate one final AAR focusing on the design characteristics of the Simulator (*Its Look, Feel & Functionality*) after having given the Volunteers a chance to fill out the "Simulator Summary Questionnaire" (See Appendix B). Following this AAR the Middle Manager and Site Leader shall provide the Volunteers with their Certificates of Appreciation.

c. Phase 3 (Reporting the Group Trial Findings).

(1) Group Trials Report Requirement. In this final phase (*Upon completion of the Group Trials*), the Site Leader (Project Training Developer) has 10 working days to complete the Group Trials Report and provide it to the Middle Manager (SIM BR Project Leader). The Site Leader will compose & complete this report utilizing one of the SIM Branch Computers in the SIM Branch Computer Lab.

(2) Group Trials Report Special Instructions. Listed below are the sections of the Group Trials Report Template (See Annex M to the SIM SOP) with special instructions for each section.

(a) Section 1 "References". N/A.

(b) Section 2 "Overview". Within the "Overview" paragraph of the Group Trials Report Template (See Annex M to the SIM SOP) insert the information called out in red text in parentheses.

(c) Section 3 "Data Collection Tools & Results".

(d) Section 4 "Findings". N/A.

(e) Section 5 "POC". N/A.

(f) Appendix A (Volunteer Background Questionnaire). The Test Control Group shall gather background information through the use of the "Volunteer Background Questionnaire". This questionnaire shall be administered to each of the Volunteers by the Site Leader at the beginning of the Group Trials. This questionnaire shall allow the Site Leader to ensure that each Volunteer is a member of the target audience or that they possess the critical characteristics of the target audience. The Site Leader preparing this portion of the Group Trials Report (Appendix A) shall ensure that it shows the rollup (%) of the detailed data taken from the Volunteer Background Questionnaire (See an example of this % rollup in Annex M of the SIM SOP).

(g) Appendix B (Simulator Summary Questionnaire). The Test Control Group shall gather Volunteer opinions of the Simulator through the use of the “Simulator Summary Questionnaire”. This questionnaire shall be administered to each of the Volunteers by the Middle Manager at the end of the Group Trials. Volunteers shall rate the extent to which they agreed with a series of statements about each lesson using the following five-point scale:

1. Strongly disagree
2. Agree
3. No Opinion
4. Disagree
5. Strongly agree

The Site Leader preparing this portion of the Group Trials Report (Appendix B) shall ensure that it shows the % and comment rollup of the detailed data taken from the Simulator Summary Questionnaire (See an example of this % rollup in Annex M of the SIM SOP).

(h) Appendix C [Subject Matter Expert (SME)/Training Developer (TD) Review Sheet]. The Test Control Group shall use the “SME/TD Review Sheet” to consolidate all of the Volunteer technical problems identified on their “Volunteer Technical Problem Logs”. *(Volunteers shall record any problems they have with the Simulator lessons on the “Volunteer Technical Problems Log”. This information shall be analyzed, clarified and exported by the Site Manager to the SME/TD Review Sheet. Although utilized by the Test Control Group to gather information from the Volunteers during the Group Trials, the “Volunteer Technical Problem Log” does not need to be included in the Group Trials Report).* The Site Leader preparing this portion of the Group Trials Report (Appendix C) shall ensure that it includes a rollup of all the technical problems encountered during the Group Trials and/or obtained from the “Volunteer Technical Problem Log”. (See an example of this % rollup in Annex M of the SIM SOP).

(i) Appendix D [Daily After Action Review (AAR) Log]. The Test Control Group shall gather Volunteer opinions of the Simulator lessons through the use of the “AAR Log”. The Site Leader shall use this log during the morning AAR sessions of the Group Trials to capture Volunteer comments about the Simulator lessons. The Site Leader preparing this portion of the Group Trials Report (Appendix D) shall ensure that it includes a rollup of all the Volunteer comments discussed during the morning AAR sessions of the Group Trials. (See an example of this rollup in Annex M of the SIM SOP).

(j) Appendix E (Group Trial Lesson Rollup). The Test Control Group shall use the “Group Trial Lesson Rollup” to track the status of the Volunteer completion of the lessons and their subsequent scores (“GO” or “NO-GO”). The Site Leader preparing this portion of the Group Trials Report (Appendix E) shall simply cut and past this EXCEL Spreadsheet at the end of the Group Trials Report (See an example of this spreadsheet in Annex M of the SIM SOP).

9. Test Control Group Duties & Responsibilities.

a. Middle Manager (Simulations Branch Project Leader).

(1) Name & Phone Number: (Insert Name & Phone Number here).

(2) Specified Tasks. The Middle Manager is overall responsible for the successful preparation of the Group Trials. As the on-site Simulation Expert, The Middle Manager will be physically present at the Group Trials at all times.

(a) Responsible for coordinating for a suitable classroom for the Group Trials.

(b) Responsible for obtaining a suitable group of Volunteers.

(c) Responsible for scheduling, coordinating and facilitating IPR #1.

(d) Responsible for scheduling, coordinating and facilitating IPR #2.

(e) Responsible for classroom setup.

(f) Responsible for providing the Volunteers with the Day 1 “Group Trials Introduction” and Simulator demonstration.

(g) Responsible for providing the DOT/UIT/Publications Branch with a list of the Volunteers names.

(h) Responsible for submitting a daily executive summary, providing oversight (Quality Control) of the Group Trials and supporting the Site Leader as needed.

(i) Responsible on the last day (Day 10) of the Group Trials for administering the “Simulator Summary Questionnaire” (See Appendix B) and facilitating the final Group Trials AAR with the Volunteers.

(j) Responsible for assisting the Site Leader with the presentation of the Volunteer’s Certificates of Appreciation.

b. Site Leader (Simulation Project Training Developer).

(1) Name & Phone Number: (Insert Name & Phone Number here).

(2) Specified Tasks. The Site Leader is overall responsible for the successful execution of the Group Trials. As the on-site Instructional Design Expert (*Overall responsible for ensuring that the Simulator lessons being validated are instructionally sound, in accordance with design documents, user friendly and consistent*), the Site Leader shall be physically present at the Group Trials at all times. The assigned Site Leader should be the Training Developer that conducted the Simulator lesson reviews at each Simulator lesson release. This will allow a better understanding of the simulator and allow for easier identification of errors within the simulator. Specific responsibilities include:

(a) Responsible for attending IPR #1.

(b) Responsible for attending IPR #2.

(c) Responsible for assisting the Middle Manager with the completion of the “Group Trial Lesson Rollup” (See Appendix E) NLT three working days prior to the Group Trials.

(d) Responsible for providing the Volunteers with the Day 1 “Lesson Progression Instructions”.

(e) Responsible on Day 1 of the Group Trials for administering the “Volunteer Background Questionnaire” (See Appendix A) and the “Volunteer Technical Problem Log” (See Appendix F).

(f) Responsible for the overall conduct of the Group Trials by ensuring that the Test Control Group members and the contractor POC monitor Volunteer progress, assist the Volunteers as needed and record information as directed.

(g) Responsible for providing the Group Trials SME with guidance concerning how they perform their responsibilities.

(h) Responsible for providing the Group Trials Observer with guidance concerning how they perform their responsibilities.

(i) Responsible for providing the Group Trials Contractor POC (*Through the Middle Manager*) with guidance concerning how they perform their responsibilities.

(j) Responsible for establishing a Volunteer Class Leader and for providing this person with guidance concerning how they perform their responsibilities (*Assist with Volunteer accountability*).

(k) Responsible for accurately updating the “Group Trial Lesson Rollup” (See Appendix E) during the course of the Group Trials.

(l) Responsible for accurately updating the “SME/TD Review Sheet” (See Appendix C) during the course of the Group Trials.

(m) Responsible for facilitating the daily AARs with the Volunteers.

(n) Responsible for completing the Group Trials Report (See Annex M to the SIM SOP) within 10 working days of the conclusion of the Group Trials, utilizing one of the SIM Branch Computers in the SIM Branch Computer Lab.

c. Subject Matter Expert (Simulation Project Subject Matter Expert).

(1) Name & Phone Number: (Insert Name & Phone Number here).

(2) Specified Tasks. The SME is overall responsible for assisting the Site Leader in the successful execution of the Group Trials. As the on-site technical expert (*Overall responsible for ensuring that the Simulator lessons being validated are technically accurate, current and complete*), this person will be physically present at the Group Trial Classroom at all times. The assigned SME should be the person that conducted the Simulator lesson reviews at each

Simulator lesson release. This will allow a better understanding of the simulator and allow for easier identification of errors within the simulator. Specific responsibilities include:

(a) Responsible for attending IPR #1.

(b) Responsible for attending IPR #2.

(c) Responsible for assisting the Middle Manager with the completion of the “Group Trial Lesson Rollup” (See Appendix E) NLT three working days prior to the Group Trials.

(d) Responsible for assisting the Middle Manager (*As necessary*) with the Day 1 “Group Trials Introduction” and Simulator demonstration.

(e) Responsible for assisting the Site Leader (*As necessary*) with the Day 1 “Lesson Progression Instructions”.

(f) Responsible for assisting the Site Leader (*As necessary*) with the administration of the “Volunteer Background Questionnaire” (See Appendix A) and the “Volunteer Technical Problem Log” (See Appendix F).

(g) Responsible for assisting the Site Leader (*As necessary*) with accurately updating the “Group Trial Lesson Rollup” (See Appendix E) during the course of the Group Trials.

(h) Responsible for assisting the Site Leader (*As necessary*) with accurately updating the “SME/TD Review Sheet” (See Appendix C) during the course of the Group Trials.

(i) Responsible for assisting the Site Leader (*As necessary*) with facilitating the daily AARs with the Volunteers.

(j) Responsible for assisting the Middle Manager (*As necessary*) with the administration of the “Simulator Summary Questionnaire” (See Appendix B) and facilitating the final Group Trials AAR with the Volunteers.

d. Observer (UIT/Distance Education Branch Representative).

(1) Name & Phone Number: (**Insert Name & Phone Number here**).

(2) Specified Tasks. The Observer is overall responsible for assisting the Site Leader in the successful execution of the Group Trials. As the onsite quality control expert, this person will be physically present at the Group Trial Classroom at all times. Specific responsibilities include:

(a) Responsible for attending IPR #1

(b) Responsible for attending IPR #2.

(c) Responsible for assisting the Middle Manager (*As necessary*) with the Day 1 “Group Trials Introduction” and Simulator demonstration.

(d) Responsible for assisting the Site Leader (*As necessary*) with the Day 1 “Lesson Progression Instructions”.

(e) Responsible for assisting the Site Leader (*As necessary*) with the administration of the “Volunteer Background Questionnaire” (See Appendix A) and the “Volunteer Technical Problem Log” (See Appendix F).

(f) Responsible for assisting the Site Leader (*As necessary*) with accurately updating the “Group Trial Lesson Rollup” (See Appendix E) during the course of the Group Trials.

(g) Responsible for assisting the Site Leader (*As necessary*) with accurately updating the “SME/TD Review Sheet” (See Appendix C) during the course of the Group Trials.

(h) Responsible for assisting the Site Leader (*As necessary*) with facilitating the daily AARs with the Volunteers.

(i) Responsible for assisting the Middle Manager (*As necessary*) with the administration of the “Simulator Summary Questionnaire” (See Appendix B) and facilitating the final Group Trials AAR with the Volunteers.

e. Volunteer Point of Contact (Unit/Training Department/Class POC).

(1) Name & Phone Number: (Insert Name & Phone Number here).

(2) Specified Tasks.

(a) Responsible for attending IPR #1.

(b) Responsible for attending IPR #2.

(c) Responsible for briefing the Group Trials Plan (*Highlighting Volunteer responsibilities and the schedule*) to the Volunteers NLT one working day prior to the Group Trials.

(d) Responsible for ensuring that the Volunteers arrive at the Group Trials Classroom on time for the Group Trials.

(e) Responsible for replacing any Volunteers that can not be available to complete the entire Group Trials with Volunteers who can.

f. Contractor Point of Contact (Contractor Project Leader).

(1) Name & Phone Number: (Insert Name & Phone Number here).

(2) Specified Tasks.

(a) Responsible for attending IPR #1.

(b) Responsible for attending IPR #2.

(c) Responsible for providing the Middle Manager with the Standalone Version of the Simulator and the lesson list NLT than five working days before the Group Trials.

(d) Responsible for providing a contractor representative who shall be physically present at the Group Trial Classroom at all times.

(d) Responsible for ensuring that the contractor representative is capable of answering any technical questions that arise with the Simulator during the course of the Group Trials.

(e) Responsible for ensuring that the contractor representative is capable of recording and attempting to fix any technical problems that arise with the Simulator during the course of the Group Trials.

g. Volunteer Class Leader.

(1) Name & Phone Number: (Insert Name & Phone Number here).

(2) Specified Tasks.

(a) Responsible for ensuring all Volunteers are accounted for at the beginning of each day of the Group Trials and providing a status to the Site Leader.

(b) Responsible for providing the Site Leader with any knowledge of any appointments with any other Volunteer.

(c) Responsible for notifying the Site Leader of any issues or problems that arise with the Volunteers (Illness, altercation, absence, etc...).

h. Volunteers.

(1) MOS & Origin: (Insert MOS & Class Number here).

(2) Specified Tasks.

(a) Responsible for arriving at the Group Trials Classroom on time and in the proper uniform.

(b) Responsible for providing the Volunteer Class Leader with any knowledge of any scheduled appointments.

(c) Responsible for notifying the Volunteer Class Leader of any issues or problems that arise (Illness, altercation, absence, etc...).

(d) Responsible for completing each Simulator lesson as directed by the Test Control Group members.

(e) Responsible for informing the Test Control Group members of any problems with their computer, with the Simulator, or any issue which may affect the Group Trials.

(f) Responsible for notifying the Test Control Group members upon the completion of each Simulator lesson. Responsible for not moving forward onto the next Simulator lesson until directed to do so by a member of the Test Control Group.

(g) Responsible for answering all questions on the “Volunteer Background Questionnaire” (See Appendix A) and the “Simulator Summary Questionnaire” (See Appendix B).

(h) Responsible for recording any technical problems encountered with the Simulator on the “Volunteer Technical Problem Log” (See Appendix F).

(i) Responsible for actively participating in the daily and final AAR (s).

10. Resource Requirements. The following equipment, materials, and facilities are required to conduct the Group Trials.

a. Equipment.

(1) Computer Hardware Requirements.

(a) Minimum:

- i. PIII 1 GHz.
- ii. 512 MB of available RAM.
- iii. Graphics Card with 64 MB video RAM and 3D acceleration.
- iv. SoundBlaster-compatible sound card and speakers.
- v. Network card and/or modem (28.8k or better) configured for LMS access.
- vi. Display monitor capable of 1024x768 resolution or higher.
- vii. 250 MB of available disk space.
- viii. Microsoft compatible mouse.

(b) Recommended:

- i. P4 2 GHz.
- ii. 512 MB RAM.
- iii. Graphics Card with 64 MB video RAM and 3D acceleration.
- iv. SoundBlaster-compatible sound card and speakers.
- v. Network card and/or modem (56k or better) configured for LMS access.
- vi. Display monitor capable of 1024x768 resolution or higher.
- vii. 500 MB of available disk space.
- viii. Microsoft compatible mouse.

(2) Computer Software Requirements. The following software will be preloaded on classroom workstations by the facilities manager, and verified the Middle Manager and Site

Leader. Volunteers are assumed to have insufficient time and experience to load a new plug-in to support courseware each time they use a workstation.

Software	Version	Remarks
MS Windows 2000 or later	Windows XP SP2	
Internet Explorer	6 or later	
Macromedia Shockwave	10 or later	
Macromedia Flash	7.0 or later	
Adobe Acrobat Reader	7.0 or later	

(3) Additional Materials.

- (a) 1 x CD-ROM Copy of the “Stand Alone” Version of the Simulator.
- (b) 25 x Pens (*Need enough for all the Volunteers with spares*).
- (c) 25 x Hard Paper Copies of the “Volunteer Background Questionnaire” (See Appendix A) (*Need enough for all the Volunteers with spares*).
- (d) 25 x Hard Paper Copies of the “Simulator Summary Questionnaire” (See Appendix B) (*Need enough for all the Volunteers with spares*).
- (e) 50 x Hard Paper Copies of the “Volunteer Technical Problem Log” (See Appendix F) (*Need enough for all the Volunteers to start with two copies each and with spares*).
- (f) 2 x Hard Paper Copies of Appendices C, D, F, G & H and the Group Trials Plan for reference purposes.

b. Facilities. Need a classroom with no less than 20 computers that meet the minimum specifications listed above (*Need enough computers for each Volunteer to have their own and two spares*).

11. POC. Point of contact for this report is (**Insert Site Leader name and contact information here**).

APPENDIX A

VOLUNTEER BACKGROUND QUESTIONNAIRE

Date _____	Volunteer # _____	Current MOS _____
Instructions The purpose of this survey is to help the developers of the courseware understand your prior experience and computer skills. There is no right or wrong answers and this information will not be tracked by name.		
Marking Instructions Please print your response legibly or clearly circle the appropriate response where appropriate.		
1. Military Rank _____		
2. Number of years in the military. A. 0-4 B. 5-9 C. 10-12 D. 13-15 E. Other		
3. How many other computer-based instructional courses have you taken? A. None B. 1 to 2 C. 3 to 5 D. 6 or more		
4. How would you rate your level of competence with computers? A. Superior: Able to program. B. Excellent: Able to use most any operating system or application software. C. Good: Able to use at least one operating system (e.g., DOS, Windows) and some software applications (e.g., word processor). D. Fair: Able to use at least one word-processing program without assistance (e.g., WordPerfect, Microsoft Word). E. Poor: Not able to use a word-processing program without help. No experience at all with computers.		
5. I am extremely capable and familiar with playing video games. A. Strongly agree B. Agree C. No opinion D. Disagree E. Strongly disagree		
6. Computer Simulators are an effective way to learn about computer networking technologies. A. Strongly agree B. Agree C. No opinion D. Disagree E. Strongly disagree		

7. I enjoy learning about computer networking technologies by computer-based training.

- A. Strongly agree
- B. Agree
- C. No opinion
- D. Disagree
- E. Strongly disagree

8. I feel confident that I will be able to successfully complete most of the tasks in the Simulation.

- A. Strongly agree
- B. Agree
- C. No opinion
- D. Disagree
- E. Strongly disagree

9. I feel confident that I will be as successful completing the tasks in the Simulator, as I would be in a “real” environment.

- A. Strongly agree
- B. Agree
- C. No opinion
- D. Disagree
- E. Strongly disagree

APPENDIX B

SIMULATOR SUMMARY QUESTIONNAIRE

#	Statement	Strongly Agree	Agree	No Opinion	Disagree	Strongly Disagree
1	The Simulator held my attention.					
2	The Simulator is too difficult.					
3	This type of Simulator is preferable over classroom lecture training.					
4	I felt confident in completing the Practice and Validate Lessons.					
5	I had enough time to complete the Practice & Validate Lessons.					
6	I received sufficient feedback when available (i.e. Hints).					
7	The controls (buttons, switches, cables, etc...) behaved the way I expected them to.					
8	I used the quick-nav element often to navigate through the 3D scene.					
9	I found it intuitive to navigate through the 3D scene.					
10	More audio in the courseware would improve the learning process.					
11	The Check on Learning Questions in the Familiarize lessons were helpful.					
12	There were enough Check on Learning Questions in the Familiarize lessons.					
13	I used the "Lesson Reference Material" without any problems.					
14	The "Lesson Reference Material" contained everything I needed to complete the Practice & Validate lessons.					
15	My overall assessment of the course is:	Excellent	Good	Average	Poor	Terrible
16	What were the best design characteristics (<i>Look, Feel & Functionality</i>) of the Simulator?					
17	Which design characteristics (<i>Look, Feel & Functionality</i>) of the Simulator needed improvement?					

17

Additional comments.

APPENDIX C

SME/TD REVIEW SHEET

Simulator: _____ . Lesson: _____ . Lesson Type: _____ .		
Module:		
Reviewer:		
Date Reviewed:		
Discrepancy	#:	<i>Include detailed description & suggested fix if it is a content write-up.</i>
Frame	Step	
Simulator: _____ . Lesson: _____ . Lesson Type: _____ .		
Module:		
Reviewer:		
Date Reviewed:		
Discrepancy	#:	<i>Include detailed description & suggested fix if it is a content write-up.</i>
Frame	Step	
Simulator: _____ . Lesson: _____ . Lesson Type: _____ .		
Module:		
Reviewer:		
Date Reviewed:		
Discrepancy	#:	<i>Include detailed description & suggested fix if it is a content write-up.</i>
Frame	Step	
Simulator: _____ . Lesson: _____ . Lesson Type: _____ .		
Module:		
Reviewer:		
Date Reviewed:		
Discrepancy	#:	<i>Include detailed description & suggested fix if it is a content write-up.</i>
Frame	Step	

APPENDIX E

GROUP TRIAL LESSON ROLLUP

(See Attached L Spreadsheet titled “Appendix E to ANNEX L to SIM SOP”).

APPENDIX F

VOLUNTEER TECHNICAL PROBLEM LOG

Name/Rank: _____		Student #: _____
Simulator:		Details:
Date:		
Lesson:		
Module:		
Frame:		
Simulator:		Details:
Date:		
Lesson:		
Module:		
Frame:		
Simulator:		Details:
Date:		
Lesson:		
Module:		
Frame:		
Simulator:		Details:
Date:		
Lesson:		
Module:		
Frame:		
Simulator:		Details:
Date:		
Lesson:		
Module:		
Frame:		
Simulator:		Details:
Date:		
Lesson:		
Module:		
Frame:		

APPENDIX G

DAY 1 GROUP TRIALS SCRIPT

1. Administrative Instructions. Included below is a script for what the Test Control Group needs to say to the Volunteers on the morning of Day 1 of the Group Trials. All text in quotation marks shall be spoken during the Group Trials. This will ensure that every Volunteer is familiar with the Group Trial process and understands the roles of the Test Control Group.

2. Opening Comments (Middle Manager).

a. Welcome Students –

“On behalf of the Directorate of Training, (**Insert DOT’s Name Here**), I would like to welcome you to the (**Insert Simulator Name Here**) Simulator Group Trials and thank you for your participation”.

b. Group Trial Explanation –

“Let me begin by explaining the purpose of Group Trials. The purpose of the Group Trials is to statistically determine whether the terminal learning objective of a lesson is instructionally sound, and identify problems with the flow and content of the instruction, before investing in the expense of final reproductions and distribution. In other words our goal is to ensure the Simulator is teaching you what it is supposed to be teaching you”.

c. Volunteer Role –

“Over the next 2 Weeks, you will be participating in the evaluation of the (**Insert Simulator Name Here**) Simulator. You are all part of the Test Control Group that will determine if this product is suitable to use for training throughout the Army.

“Before we go any further it is important that the computer that you are sitting at right now is the same computer that you use throughout the Group Trials”.

“Throughout the course of the Group Trials you will be asked to participate in daily After Action Reviews (AAR), write down any problems you are having with the Simulator and fill out some questionnaires. It is extremely important that you are completely honest and thorough when commenting during any AAR sessions, writing down any problems that you are having with the Simulator or answering any questionnaires because your responses will be used to make final revisions to this Simulator and thus affect the training of Signal Soldiers across the Army”.

3. Validation Team Introductions & Roles (Middle Manager).

“At this time, I would like to introduce the members of the Test Control Group and explain the role that they will play during the Group Trials”.

a. Middle Manager Introduction -

“My name is (**Insert Middle Manager name here**) and I will be providing oversight of the validation process and providing assistance when needed”.

b. Site Leader Introduction -

“(Insert Observer name here) responsible for the overall successful execution of the Group Trials. He/She will be the one to take your test results and determine whether the course is instructionally sound and answer any educational or administrative questions for you may have”.

c. SME Introduction -

“(Insert SME name here) is the Subject Matter Expert and is responsible for the technical content of the simulator. He/She will be able to answer any technical questions for you”.

d. Observer Introduction -

“(Insert Observer name here) is the Observer and is responsible for observing the overall conduct of the validation. He/she will be assisting (Insert Site Leader name here) in ensuring that your comments are annotated and correctly interpreted. (Insert Observer name here) will also be able to answer any educational or administrative questions for you”.

e. Contractor Introduction -

“(Insert Contractor name here) is a representative from the company that developed the (Insert Simulator name here) Simulator for us. He/She will be available to assist you with any Simulator problems that you may encounter”.

4. Schedule (Middle Manager).

a. Schedule -

“Because of the number of lessons that need to be validated, it is important that each one of you are here each day and making the most of your time while reviewing the lessons. You are responsible for arriving at the Group Trials Classroom on time and in the proper uniform. You will be able to go through the lessons at your own pace; however, keep in mind that you should try to complete no less than 10 lessons per day. The schedule for each day is as follows”:

0830 – Start of each day

0840 – Start AAR

0900 – Students reviewing lessons

1100-1230 – Lunch (*Exact time is based on the Volunteer’s DFAC schedule*)

1600 – End of day (*Subject to lesson progression*)

b. Break Policy -

“You may take breaks as you feel necessary (*Standard is one 10 minute break every hour*). You must sign out prior to taking a break and sign back in once you return from break. The Class Leader is responsible for monitoring the log and ensuring that breaks are not being abused. You are responsible for notifying the Class and Site Leader of any issues or problems that arise (Appointment, illness, altercation, absence, etc...) that will prevent you from participating in the Group Trials at any point”.

5. Simulator Demonstration (Middle Manager).

“At this time, locate the SIM ICON on your desktop. It should look like this... *(Have an overhead projector on and have a desktop shown were you can point this out)*. Enter a username and password. Remember what this is because this is how you will need to log into the Simulator everyday so we can properly track your progress. Go through each portion of the Introduction Familiarize (“Getting Started”) movie and the Introduction Acquire (“3D Overview”) lesson. This will provide you a better understanding of how the Simulator works and how to navigate through the 3D Environments. Raise your hand when you are finished. You will then be directed to go through the JNNv2 FAPV “Generator 10KW TQ Overview and Generator 10KW TQ Power Up” lessons. Raise your hand when you are finished”.

(Using on overhead screen talk the Volunteers through these two Introduction Lessons and the JNNv2 Generator lessons as necessary).

6. Lesson Progression Instructions (Site Leader).

“You will be allowed to complete the Acquire, Practice and Validate lessons at your own pace”.

“Before you can start a Validate lesson you must receive a GO on the preceding Practice lesson. Once you have received this GO on the Practice Lesson, let me know, so that I can ensure your status has been logged in”.

“It is recommended that you print out any lesson references, cut sheets or any other available data for reference use during the lesson. You will be allowed to take notes and use them during the practice and validate portions of the lesson”.

7. Questionnaires (Site Leader).

(Ensure that the volunteers have the Background Questionnaire and their Technical Problem Logs in front of them so they understand what you are talking about when explaining these documents to them. If available use an overhead projector of some sort to talk them through each portion of these documents.)

a. Volunteer Background Questionnaire Explanation –

“At this time I need everyone to fill out the Volunteer Background Questionnaire. If you have any questions please raise your hand and a member of the Test Control Group will move to your computer station and assist you”.

b. Volunteer Technical Problem Log Explanation -

“During the course of the Group Trials as you are moving through the lessons, whenever you encounter a technical problem with the Simulator, raise your hand and we will determine who needs to get involved to resolve the problem. For every technical problem encountered, you will need to make an entry on the Volunteer Technical Problem Log you see in front of you. To ensure that all the problems are captured and corrected, make sure I am aware of the problem so that it can be logged into the database”.

(When discussing this with the Volunteers make sure you show and explain to them where in the Simulator to find the Lesson Title, the Module # and the Frame #. In the Details section make sure you reiterate the need to record errors in bullet statements without the use of sarcasm.)

APPENDIX H

DAILY EXECUTIVE SUMMARY

1. Administrative Instructions. The Middle Manager is required to provide the Simulation Branch Chief with the following Executive Summary at the end of each day of the Group Trials.

2. Daily Executive Summary Template.

a. Lesson Completion Information. As of **(Insert Today's Date)** we have completed XX% of the lessons for the **(Insert Simulator Name here)** . There are a total of XXX lessons.

b. Group Trials Completion Information. The validation began on **(Insert Group Trials start date here)** at **(Enter Group Trials location here)** with XX volunteers from **(Insert Unit Name here)**. Overall the Group Trials continue to progress as planned and should conclude on **(Insert projected Group Trials end date here)** There have been no lessons at this time that did not function well enough to attempt validation.

c. Challenges Faced Today.

(1) Example #1 (Three volunteers did not show up for the morning session of Group Trials).

(2) Example #2 (The SME had a medical appointment at 1400).

d. Actions Performed to Overcome Challenges.

(1) Example #1 (The Group Trials POC was contacted and it was reported the three volunteers had appointments).

(2) Example #2 (Coordinated for the Group Trials POC to inform the Class Leader of any future volunteer appointments. The time missed by the three volunteers will not adversely effect the over progress of the Group Trials).

(3) Example #3 (The SME contacted their supervisor and a replacement SME was sent to fill in for the project SME).

e. Conclusion. Example Conclusion Statement (Sufficient progress is being made in the Group Trials to ensure completion on the scheduled date. The attitude of the volunteers remains positive and the simulator software is functioning well).