MSR cHecklisT

1. Identification: -V5.3
2. TITLE: training readiness REVIEW Checklist
3. DESCRIPTION and intended use

The objectives of the Training Readiness Review (TNGRR) are to:

enable the Commonwealth and the Contractor to review the readiness of new, modified and existing Training programs, including Training Materials, Training Equipment (including Training Equipment installed into Facilities), and other Support Resources;

enable the co-ordination of Contractor Personnel and Commonwealth Personnel and other required preparations for the delivery of Training course(s) under the Contract; and

prepare for the evaluation of Training courses and Training Support and, when applicable, the hand-over of Training to the Commonwealth and/or Contractor (Support) as the in-service Training provider.

A TNGRR is held prior to each Training course, or a series of related Training courses, as required by the Contract and further defined in the Approved Training Support Plan (TSP) or Approved Integrated Support Plan (ISP) (whichever is the governing plan under the Contract).

The TNGRR allows the parties to plan for the evaluation of the Training solution being delivered under the Contract. Accordingly, the TNGRR should be coordinated with Verification and Validation (V&V) activities for Training programs and related Support Resources.

This Mandated System Review (MSR) Checklist sets out the Commonwealth’s requirements and minimum expectations for the conduct of a TNGRR.

1. INTER-RELATIONSHIPS

The TNGRR shall be conducted in accordance with the Approved System Review Plan (SRP), and shall be consistent with the following data items, where these data items are required under the Contract:

Integrated Support Plan (ISP);

Training Support Plan (TSP); and

Verification and Validation Plan (V&VP).

The TNGRR inter-relates with the following data items, where these data items are required under the Contract:

Performance Needs Analysis Report (PNAR);

Learning Management Packages (LMPs);

Training Equipment List (TEL);

Training Materials List (TML);

Computer Based Training (CBT); and

Acceptance Test Plans (ATPs) and Acceptance Test Procedures (ATProcs).

Note: The Status column in the following three tables indicates whether or not the associated Checklist items are able to be tailored by the Contractor in its SRP, based on the following definitions:

1. Mandatory items are not to be tailored;
2. Highly Desirable items should not be tailored, but may be tailored depending upon the specifics of the Contract and the Contractor’s internal processes; and
3. Optional items may be tailored, based upon the specifics of the Contract and the Contractor’s internal processes.

Notwithstanding the Status assigned to each Checklist item, the items are to be included in the SRP if they are applicable.

1. Review Entry Criteria

Note: The following Review Entry Criteria cover both the Training to be delivered to students and the Training Support Resources to be delivered to the Training Support organisation(s).

| Item | Entry Criteria | Status |
| --- | --- | --- |
|  | 1. The data items required to be delivered before, and linked to, the TNGRR have been delivered and the Commonwealth Representative considers the data items to be suitable for the purposes of conducting the TNGRR. | 1. Mandatory |
|  | 1. Action items from any previous reviews affecting the TNGRR have been successfully addressed or action plans agreed with the Commonwealth Representative. | 1. Mandatory |
|  | 1. Inspections of Training Facilities that are to be, or have been, delivered or modified under the Contract, have been conducted by the Commonwealth Representative, and evaluated for compliance with Contract requirements and the Approved LMP(s). | 1. Highly Desirable |
|  | 1. Training Materials (including CBT materials, if applicable) required to be delivered under the Contract, have been delivered to the Commonwealth Representative and reviewed for compliance with Contract requirements and the Approved LMP(s). | 1. Mandatory |
|  | 1. Training Equipment (including, if applicable, relating to CBT), aids and devices necessary for the delivery of Training have been delivered to the Training location and functional checks have been successfully demonstrated to the Commonwealth Representative. | 1. Highly Desirable |

1. Review Checklist

| Item | Checklist Item | Status |
| --- | --- | --- |
|  | 1. Were all entry criteria satisfied before starting TNGRR? | 1. Mandatory |
|  | 1. Has the impact of Approved and pending Contract Change Proposals (CCPs) been assessed? | 1. Highly Desirable |
|  | 1. Have all Commonwealth Representative review comments against data items been adequately addressed? | 1. Mandatory |
|  | 1. Will the proposed Training course(s), including Training Materials and Training Equipment, address the scope of the performance needs and Training requirements identified for those Training course(s) in the PNAR and LMP(s)? | 1. Highly Desirable |
|  | 1. Do the proposed Training course(s) support the development of those competencies needed to achieve the Mission System and the Support System Functional Baselines (FBLs), and the scenarios described in the Operational Concept Document (OCD) (ie, will skills be taught to a level that supports Defence operations)? | 1. Mandatory |
|  | 1. Have Training Materials, Training Equipment and other Support Resources been provided in sufficient quantity, and installed (if applicable), to enable the delivery of the Training courses required to be delivered under the Contract, including trial courses and initial Training as applicable? | 1. Mandatory |
|  | 1. Will the proposed Training course(s), including Training Equipment and Training Materials, enable the Mission System and Support System FBLs to be met at a minimised Life Cycle Cost? | 1. Mandatory |
|  | 1. Have the Support Resources necessary to maintain and update Training Materials and required to be delivered under the Contract, been delivered to the Training Support location and successfully demonstrated to the Commonwealth Representative? If applicable, this criterion includes Software and systems applicable to the further development and upkeep of CBT. | 1. Highly Desirable |
|  | 1. Will the proposed Support Resources and, if applicable, the proposed Training of Commonwealth trainers and training developers, enable the long-term maintenance and update of the applicable Training course(s)? | 1. Highly Desirable |
|  | 1. If applicable, have plans or contracts been put in place, for Training and/or Training Support services, which will enable the on-going operation of the Training program? | 1. Highly Desirable |
|  | 1. Are all of the Support Resources needed for Training (eg, Training Equipment, Training Materials, training aids, training providers, etc) available, as and when required, to enable Training to be delivered under the Contract? | 1. Mandatory |
|  | 1. If the TNGRR is held in preparation for a trial course (ie, for new or modified Training courses), are the Acceptance Test Plans and supporting Acceptance Test Procedures, if applicable, and reporting requirements considered suitable to enable an evaluation of that Training course? | 1. Highly Desirable |

1. Review Exit Criteria

|  |  |  |
| --- | --- | --- |
| Item | Exit Criteria | Status |
|  | 1. All checklist items have been addressed to the satisfaction of the Contractor and the Commonwealth Representative. | 1. Mandatory |
|  | 1. All major problem and risk areas have been identified and resolved and, for minor problems and risks, corrective action plans have been recorded and agreed by the Commonwealth Representative. | 1. Mandatory |
|  | 1. If applicable, plans and/or support contracts for on-going Training and Training Support are deemed to be realistic and achievable. | 1. Highly Desirable |
|  | 1. All risks identified during the course of TNGRR have been documented and analysed. | 1. Mandatory |
|  | 1. The risks associated with commencing Training and/or related V&V activities, are acceptable to the Commonwealth Representative. | 1. Mandatory |
|  | 1. All major action items have been closed. | 1. Mandatory |
|  | 1. All minor action items have been documented and assigned with agreed closure dates. | 1. Mandatory |
|  | 1. Review Minutes have been prepared, Approved, and distributed in accordance with the Contract. | 1. Mandatory |