System Development and Life-Cycle Management (SDLCM) Methodology

Subject		Type	Standard
Integrated Education, Training, and Reference Materials		**Identifier**	S–7052
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Approval

[signature]

CISSCO Program Director

A. PURPOSE

This standard specifies content and format requirements for the Integrated Education, Training, and Reference Materials.

B. APPLICABILITY

This standard applies to all SDLCM Methodology Project/Tasks. It is used by those persons who design the training materials for users of the system being developed/maintained.

C. REFERENCE PUBLICATIONS

The following publications contain related information:

- *SDLCM Methodology Handbook*
- SDLCM Methodology Standard S–3051, System Requirements Specification
- SDLCM Methodology Standard S–3053, System Operations Concept
- SDLCM Methodology Standard S–3171, Logical Design Document
- SDLCM Methodology Standard S–3172, Physical Design Document

D. STANDARD

Use the Integrated Education, Training, and Reference Materials to summarize the results of the training design activities of SDLCM Methodology Component 3 into an organized and logically flowing deliverable. The following paragraphs describe the content of each section.

1. INTRODUCTION

1.1 Background

Describe what documents have been produced up to this point that will contribute to the design of the training materials. Include the System Requirements Specification, the System Operations Concept, the Logical and Physical Design Documents, the results of data and process analysis, and the user interface information, including screen and report designs.

1.2 Objectives

Describe how the Integrated Education, Training, and Reference Materials will be used as a plan to produce training and reference materials that will be used to train users of the system under development.

1.3 Scope

Describe what this product covers and what it does not cover. For example, if an understanding of the Enterprise Model is required by the user, state that this is to be covered in the training materials.

1.4 Assumptions

State any assumptions that have been made about the users' knowledge that would have an impact on the design of the training materials. For example, if the current system requires a knowledge of Sequential Query Language (SQL) and it is assumed that all users will already be familiar with this language and that this will not be covered explicitly in the training materials, state this.

1.5 Applicable Documents

List any documents that apply.

2. APPROACH

Describe the approach that will be used to train the users of the system. For example, if classroom instruction with hands-on exercises will be used, state so. If users will be responsible for training themselves through the use of Computer-Based Training (CBT) or tutorials, user's guides, and reference materials, state so.

3. EDUCATIONAL MATERIALS

Specify what general educational materials are required for the user to understand the role they are playing as well as how their individual work fits into the overall information management system of which this individual system is a part.

General educational materials might include the following:

- Enterprise Model—for a general understanding of how the current system fits into the enterprise as well as how it relates to any other systems that are part of the enterprise
- Systems Operations Concepts—including functional, performance, and operational concepts
- Logical Design—which may deal with entities, their definitions, and relationships to other entities
- Physical Design—which may include a description of the tables, keys, and fields within those tables
- User Interface Concepts—that will help the user understand the general paradigm of how the user inputs, processes, and outputs data
- Process Concepts—that may help the user understand any manual procedures that must be performed in addition to interacting with the computer to get the job done

4. TRAINING MATERIALS

Training materials refer to those specific materials that will enable the user to learn how to perform his or her specific role, in contrast to educational materials that are used to provide a more general understanding for problem solving capability development. Training materials focus specifically on skill-building. Training materials include:

- User Guides—which tell the user specifically how to perform certain functions
- Tutorials—which may lead the user through exercises that require specific inputs that result in predictable outputs
- Training Guides—which may have exercises for the student to practice on

5. REFERENCE MATERIALS

Specify those reference materials that are to be included as part of the Integrated Education, Training, and Reference Materials that will be required for the users to perform their jobs. Reference materials may include such documents as:

- A hardware operating manual
- An operating system manual, such as a UNIX reference manual
- Database application programmers manuals
- User guides of legacy systems that the current system interfaces with.