

**Proposal for  
Fire Program Analysis (FPA) Training  
USDA Forest Service Contract No. 53-84N8-5-002**

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**Project Name:** Fire Program Analysis (FPA) Training

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## Scope of Work

### Requirements

The FPA has a requirement to train up to 500 federal and contracted fire planners on the use of the FPA system. Students will come from a variety of agencies, including the U.S. Forest Service, Department of the Interior's Bureau of Land Management, Bureau of Indian Affairs, U.S. Fish and Wildlife Service, National Park Service, and non-federal State fire planners.

Because the turnover of individuals in the planner position is about 25% a year, and because planners will intensely utilize the FPA system for one month the first year (July 1 – December 15, 2008), and approximately two weeks each year thereafter, the purpose of the training materials will be to annually train new planners and to refresh memories after long periods away from the application. The following training modules (in priority order) will use self-paced distance learning methods:

1. Input Data – Define Resources
2. FWA—Dispatch Logic
3. FWA – Define Delays
4. Run Models – output reports
5. FWA Attributes
6. Define Dispatch Locations

Future training modules may include the following, but they are not included in this proposal:

7. FPA Preferences
8. Prepare to Submit – Submit to National
9. Welcome – Select Team and Analysis
10. Welcome – Notices
11. Set up FPU – FPU Attributes
12. Set up FPU – FPU Agencies
13. Set up FPU – Define Team
14. Alternatives – Preparedness Options
15. Alternatives – Prevention Program
16. Alternatives – Fuels Options
17. Reports – Output
18. Reports – Inputs

Each training module will take no more than 2 hours to complete. To accommodate busy students, each module will be organized so that it can be logically and easily segmented into natural and related learning units that require no more than 30-minutes to complete. Each module will begin with a “Module Objective” statement, followed by the body of the training course, a module summary and a brief quiz. The quiz will only be used to verify a student’s grasp of the important concepts.

Training will incorporate learning activities that simulate usage of the FPA system. Students will be able to interact with the training module to see pop-ups, pull-downs, and pick lists similar to what they will experience in the FPA application. At anytime while taking a training module, students will be able to close the application, and then later automatically return to the same location when training is resumed.

Articulate ([www.articulate.com](http://www.articulate.com)) and Adobe Captivate ([www.adobe.com/products/captivate/](http://www.adobe.com/products/captivate/)) will be used to develop the training modules; however these software products will not be required when using the training modules. User-side access will only require Microsoft Windows Internet Explorer browser tools via the Internet. Training module content will consist of industry standard HTML and Adobe Flash code, and will be accessible by government personnel for purposes of minor updates using Articulate and Captivate editing tools, which the government currently owns.

During development and testing, Tetra Tech will temporarily host these training modules so that they are accessible from any web-compatible computer. After delivery, the government will host these training modules on the FPA Website and embed links to them within the help screens of the FPA application.

**Task 1: Project Kick-off**

A kick-off meeting will be held in Boise to review and confirm the project specifications, and to achieve a shared vision regarding the final schedule and deliverables. Although the FPA has provided Tetra Tech with training module specifications through documentation and conference calls, the kick-off meeting will help ensure that Tetra Tech delivers a high quality and useful product by understanding exactly what the FPA needs. The kick-off meeting will be held on a mutually agreeable date after project award, and will be attended by Andy Bury, Project Manager, and Donna de Chabert, Senior Training Course Developer.

**Task 2: Prototype Training Module**

To further ensure that the style and level of detail of the training modules meet FPA expectations, Tetra Tech will develop Module 1 as a prototype. Module 1 will be developed in accordance with the Requirements, above, and then delivered to the FPA for review via our test environment URL. Once the review is complete, the FPA will deliver a single document with review comments to Tetra Tech. The comments will be addressed, and the resulting Module 1 will act as the template for subsequent modules.

**Task 3: Module Development**

Task 3 includes the bulk of the training course development effort. The remaining training modules will be developed according to their respective User Guides provided by the FPA, and in accordance with the Module 1 prototype. As with Module 1, all subsequent modules will first be developed according to the User Guides, then submitted to the FPA for review and feedback on where the training requires more detail. Tetra Tech will then work closely with FPA experts to add more detail to the training modules.

Modules will be developed and submitted for FPA review as necessary, implying that there may be multiple modules for the FPA to review and comment on simultaneously.

**Task 4: User Acceptance Testing**

To ensure that the training modules accurately fulfill FPA goals and objectives, a user acceptance and testing phase must be completed. This task includes deploying beta versions of the training modules in Tetra Tech's test environment for user acceptance testing, providing technical user support via telephone during acceptance testing, and compiling a definitive error report for Task 5.

The FPA will review each delivered module and issue signed acceptance or documented defects, compiled in one document, within five (5) business days of module delivery.

**Task 5: Development of Final Modules**

This task addresses the list of errors defined in Task 4 by fixing and testing the training modules until the errors identified in Task 4 have been fixed. Corrections will be delivered to the government within five (5) business days of receiving the documented defects (errors) document. Once the errors have been fixed, the modules will be delivered to the FPA for deployment. The FPA is responsible for deploying the training modules on a government Web server after delivery.

## **Additional Assumptions**

- FPA experts will be available to assist Tetra Tech with training development, and their availability, or lack thereof, will not delay module development.
- Modules will be developed and submitted for FPA review as necessary, implying that there may be multiple modules for the FPA to review and comment on simultaneously. It is assumed that this workload will not delay production.
- Costs and schedule assume that all materials (see Government Provided Resources, below) required for training module development will be available to Tetra Tech prior to project kick-off, including a User Guide for each module to help guide training development and a data-populated and functional FPA program. If these materials are not available for development, or are provided in such a way as to make development inefficient or more difficult than estimated, then a change order will be required to compensate for the additional cost and time required.

## **Government Provided Resources**

The FPA will provide the following resources to Tetra Tech for training course development:

- FPA Subject Matter Experts (SMEs) available as sources of content for the learning modules. Tetra Tech will have access to these SMEs for interviews or other mutually agreed upon methods of content gathering.
- White papers posted on the FPA public web site that describe both overview and more technical aspects of the FPA application available for training development.
- An electronic copy of the User Guides to be used for training course development. It is assumed that a User Guide will be available for each module to help guide training development.
- Off-line electronic copies of all FPA system “help pop-ups” if they are required in a state other than from screen capture.
- Access to one FPU’s populated data analysis via the FPA user interface so that the contractor can incorporate realistic screen captures into the on-line training module.
- Access to the FPA application for reference and screen captures in developing the training deliverables. The complete suite of user interface screens for all of the modules will be available to Tetra Tech no later than August 4, 2008.

## **Deliverables**

Tetra Tech will deliver two versions of each training module listed in the table under Schedule, as follows:

1. A master reproducible CD of each module for standalone use by offices without access to the Internet. This master reproducible CD will mirror the Web-based training modules delivered via the Internet.

2. A Web-based version will be delivered for each training module. Each deliverable will be accompanied by detailed instructions for government Web administrators to install, run and deploy without special knowledge of the training software that was used to develop the application.

## Schedule

On-line training modules will be delivered over the September 1 – January 19, 2009 time period according to the delivery schedule outlined below. Each module will be delivered as it is completed, rather than waiting for completion of multiple modules before delivery. The delivery schedule is very tight, so adherence to this schedule can only be achieved if every review cycle is kept to 5 business days or less for each module. Each module will have two reviews, one for the basic training based on the user guide, and one final review.

Assuming a start date of September 2, 2008, all tasks will be completed no later than January 19, 2009. The project start date will be the date when notice to proceed, or a signed task order, is received by Tetra Tech from the Forest Service, and all materials listed in “Government Provided Resources,” above, have been delivered to Tetra Tech. Estimated completion dates require that the related FPA program is stable, and the Government Provided Resources are ready before training module development starts, otherwise scheduled delivery dates will need to be modified in coordination with the project COR. The following training module descriptions are listed in order of priority.

### Phase 1

Module Number	Module Description	Estimated Completion Date
1	Input Data-Define Resources	October 28, 2008
2	FWA-Dispatch Logic	October 28, 2008
3	FWA-Define Delays	October 28, 2008
4	Run Models-Output Reports	October 28, 2008

### Phase 2

Module Number	Module Description	Estimated Completion Date
5	FWA-Attributes	January 19, 2008
6	Input Data-Define Dispatch Locations	January 19, 2008