

STATEMENT OF OBJECTIVES FOR INTRA-AGENCY AGREEMENT

BETWEEN

AGENCY ABC/OFFICE OF HUMAN RESOURCE DEVELOPMENT AND US OPM/TRAINING & MANAGEMENT ASSISTANCE

BACKGROUND

Agency ABC has a mandate to provide assistance for Federal, state, and local agencies in emergency management. The agency offers a program of courses to support that mandate at its National Training Center. One of the Center's goals is to convert several of its most critical print-based, classroom delivered courses to a web-based training format. The first course targeted for conversion is Basic Incident Command System.

WORK SETTING

The purpose of converting this course to a web-based training format is so individuals in many different locations can access the training either from their workstation PCs or from PCs in agency independent study centers.

AUDIENCE

The target audience for this web-based course is composed of individuals at many different agencies who are responsible for planning for and responding to emergency situations. The audience may include members of fire departments, police departments, public works, emergency medicine facilities, and emergency management offices.

REQUIREMENTS

The overall goal of this project is to expand access to the course by offering it in a web-based format. Specific tasks shall include:

- Identify the course structure and assumptions about how learners will proceed through the course
- Developing a course design document that shows how content will be delivered in each lesson
- Developing a prototype lesson and storyboards that represent how the site will be programmed
- Produce the HTML codes and graphic files required for the full web site
- Pilot the course to uncover needs for revision
- Finalize the web course and install files

Accessibility: the web course will comply with Section 508 of the Rehabilitation Act of 1973.

DELIVERABLES

- Project management plan
- Course design document
- Prototype section
- Storyboards
- Alpha version of web files
- Final web files

SPECIFICATIONS

The target platform on which the Internet courseware will be delivered will be as follows:

- Pentium
- Windows 98 or NT
- Microsoft Internet Explorer 4.0 or later
- Minimum of 16 megabytes of RAM
- SVGA monitor, displaying 16-bit colors in at least 800X600 resolution
- 1 megabyte of video RAM
- Microsoft or Microsoft-compatible mouse or other pointing device
- Sound card (optional)
- 56K modem

Access to the Internet

TIMEFRAMES

The project will be completed within 6 months of the acceptance of the management plan and issuance of the first work order.

ADMINISTRATION

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