

eLearning

Program Management

Collaborative Execution

- Program/Project Plan Development
 - Needs/Requirements Analysis
- MOU/MOA & SOO/SOW Development
- Formal Course Approval Assistance
 - Funding Execution/Oversight
- Contract Brokering/Management
- Course Accreditation Assistance
- Courseware/Product Evaluation
- Prototype Development & Beta Testing
- Policies, Procedures & Waivers Guidance

AFIADL

**ADL Consulting
Division**

"The Learning Bridge for the AEF Warfighter"

Program Management Service Descriptions

LEVEL 1

- Develop program/project plan
- Perform needs/requirements analysis
- Develop support agreement (i.e., MOA/MOU)
- Develop SOW/SOO
- Establish partnerships for program execution
- Identify funding sources
- Advise on standards and best practices

LEVEL 2

- Project oversight
- Establish and manage timelines
- Evaluation of courseware and/or deliverables
- Oversee the contractor/SME, if applicable
- Maintain project files
- Develop marketing strategy/plan
- Broker and/or manage contract
- Execute funding; provide funding oversight
- Ensure adherence to standards, specifications, and best practices

LEVEL 3

- Rescue project

OPTIONS

- Apply for course numbers (AFIADL)
- Apply for course credit
- Formal approval
 - AF Form 19 – AF formal approval
 - AF Form 69 – PDS code
- Assist in evaluation procedures
- Define taxonomy
- Assist in policy, procedures, guidance, and waivers
- Define curriculum structure
- Define CEUs
- Conduct studies
- Develop metrics
- Develop prototypes
- Conduct beta testing
- Write proposals
- Registration requirements
- Edit courses
- Technical review
- Lifecycle maintenance

For more information, contact:

Ms. Kathryn Burk

DSN 596-5351; Commercial: (334) 416-5351

Kathryn.Burk@maxwell.af.mil

Mr. Mike McCrocklin

DSN 596-1356; Commercial: (334) 416-1356

Patrick.McCrocklin@maxwell.af.mil