

CAC-29: ADDIE – Development: Institution converts course design into the training products and materials required to implement the course.					As of: Final Draft 2012			
Criteria	Criteria Guidelines	References	Required Documents	Applicability				Mandatory Comments
				CoE	School/College	TRNCOA	RC	

Note: Educational institutions, such as the US Army War College; Leader Development and Education Colleges and Schools; the Sergeants Major Course; graduate level courses and courses required for civilian certification, may follow a somewhat different ADDIE process. See TR 350-70, Chapter 6.

Criterion 29a: The CoE or School has defined responsibilities for development.	29a(1): Collect and assess evidence that the institution defines and implements responsibilities for development.	CoE and School Training Development SOP	CoE and School Related SOPs and Policies	X	X			Comment on any criteria not met.
Criterion 29b: The institution converts course design into the products and materials required to implement the course.	<p>29b(1): <i>Collect and assess evidence that the institution:</i></p> <p>29b(1)(a): Maintains the design and development team where feasible.</p> <p>29b(1)(b): Acquires, studies, and uses task analysis and training design data as necessary.</p> <p>29b(1)(c): Obtains and implements related command guidance (i.e., academic and instructor contact hours validated by HQ TRADOC, integration of mandatory tng, daily classroom hour limits, etc).</p> <p>29b(1)(d): Completes courseware (CMP, lesson plans, media development, assessment instruments, ISAP) IAW guiding directives.</p>	<p>TR 350-70, Chapters 4 and 6</p> <p>TP 350-70-6</p> <p>TP 350-70-7</p> <p>TP 252-8-2</p>	<p>Upon Request:</p> <p>Approved CTG</p> <p>Selected:</p> <ul style="list-style-type: none"> - Task Analysis Data - CMPs - Lesson plans - assessment instruments, - I SAP - Media development audit trail - dL products and story boards 	X	X			

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<p>Criterion 29c: The institution validates its courseware.</p>	<p>29c(1): Collect and assess evidence that the institution has and uses its processes and procedures to validate courseware/products.</p> <p>29c(2): Collect and assess evidence that the institution ensures:</p> <ul style="list-style-type: none"> - Courses and courseware are developed IAW approved designs and command guidance. - Courseware content is doctrinally correct, current, and accurate. - Risk assessments are accurate and risk mitigation actions are feasible and effective. - Learning objectives are correctly written, clear, and standards are measurable. - Learning resources are identified, obtained, and used. - Intellectual property, copyright, and environmental protection laws and regulations are complied with. - Foreign disclosure requirements have been reviewed (where appropriate). - The course builds/increases student confidence, adaptability, initiative, problem solving, analysis, and/or critical/creative thinking. 	<p>TR 350-70, Chapters 4 and 6</p> <p>TP 350-70-6 TP 350-70-7</p> <p>TP 252-8-2</p>		X	X			
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	<ul style="list-style-type: none"> - Student learning is achieved IAW learning objectives. - Student learning assessment tools accurately measure student learning and performance. - Final approval of new course by the commander, commandant, or the institution's course approval designee is obtained. 							
Criterion 29d: The institution prepares staff and faculty for changes and new courseware.	<p>29d(1): Collect and assess evidence that the effected staff and faculty are taught to implement new courseware.</p> <p>29d(2): Collect and assess evidence that the institution has procedures in place for staff and faculty to evaluate and report the effectiveness of changes and new courseware and adjust/fix courseware where needed.</p> <p>29d(3): Collect and assess evidence that the institution effected staff and faculty are taught how to assess student learning using new courseware.</p>	<p>TR 350-70, Chapter 6</p> <p>TP 350-70-6</p> <p>TP 350-70-7</p> <p>TP 252-8-2</p>		X	X			
Criterion 29e: The institution updates and develops courses based on ALM 2015 concepts, other appropriate command guidance.	<p>29e(1): Review related management plans.</p> <p>29e(2): Obtain evidence from the institution that it is updating and developing courses based on the ALM concepts and other appropriate command guidance.</p> <p>29e(3): Verify that pilots are being scheduled and conducted to meet Institution ALM Milestones and Objectives.</p>	<p>TP 525-8-2 and TRADOC Army Learning Concept 2015 Integration Plan</p>		X	X			