



E-Learning Division

In conjunction with our C4ISR, IT and other engineering services, Sullivan develops and delivers custom technology-based training and performance support solutions. Sullivan is particularly adept at converting existing classroom training and government furnished information into instructionally-sound, interactive, self-paced e-learning. The team's expertise includes implementation of adult learning theories into media that comply with detailed government and industry specifications for e-learning and assessment.

Sullivan offers e-learning services to answer your online training needs. We have the expertise to analyze your training requirements and deliver instructionally-sound content as online curriculum. From custom-developed e-learning to off-the-shelf courseware, our talented team can help you to deliver cost-effective solutions. In today's market our goal is to deliver a return on investment for every dollar you spend.

We specialize in developing courseware that complies with:

- Sharable Content Object Reference Model (SCORM) v1.2
- Aviation Industry Computer Based Training Committee (AICC) standards
- Section 508 of the Rehabilitation Act Amendments of 1998
- Architectural and Transportation Barriers Compliance Board EIT Accessibility Standards
- MIL-HDBK-29612, Department of Defense Handbook, Development of Interactive Multimedia Instruction (IMI)

Services

- Needs Analysis / Gap Analysis
- Custom e-learning
- Course conversion
- Blended learning solutions
- SCORM/AICC/Section 508 compliance expertise
- Off-the-shelf courseware
- Testing, tracking, certification
- Off-the-shelf Learning Management System integration
- Social Learning Environments



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B056 - U.S. Forest Service / U.S. Fish and Wildlife Service

Content Analysis

San Diego, CA

Federal law requires the solicitation of public comments whenever changes to the National Environmental Policy Act (NEPA) are proposed. The process used to review this information is called “Content Analysis” and is done by specific / assigned groups depending on the project depth and breadth. When assigned with a project, these teams or groups are referred to as the “Content Analysis Team.” On May 20, 2003, the federal government announced that Content Analysis Team functions were to be completed by outside contractors. The United States Department of Agriculture acquired these content analysis services by the issuance of Task Orders against Indefinite-Delivery Indefinite-Quantity (IDIQ) contracts. The IDIQ contract lasts for five years. Sullivan gained an IDIQ contract and was issued two Task Orders: C052, proposed delisting of the Eastern Distinct Population Segment by the Fish and Wildlife Service; and C054, the conservation strategy for the grizzly bear in the greater Yellowstone area.

The tasks for both C052 and C054 were the same. All public responses were delivered to Sullivan, including letters, emails, and written and oral comments from public hearings. All responses were systematically dated, numbered, logged and copied so that original responses

could be linked to a project database of names, addresses, and coded comments; and a list of respondents could be created. All responses were screened upon receipt to identify those that, through early attention, would facilitate the project management and response to specific comments. Included were responses from government officials, agencies, potential litigants and appellants; threats of harm; and technical or other research documents. Copies of these responses and an “Early Attention” summary were sent to the Fish & Wildlife Service on an arranged schedule.

Sullivan analysts read and coded public responses using a coding structure specifically designed for the projects. Comments representing whole thoughts were coded by topic, and the coding team reviewed a database printout to assure consistency. When a form letter was identified, one copy was coded and verified; it became the “master” form. Additional copies of that form letter were linked to each sender’s mailing information as well as to the coded comments of the master form.

After the comments in a response were categorized, they and their codes were entered into the project database. Letter, comment, and respondent data were interlinked. Sullivan then used the topic-sorted comment database reports to write summary Public Concerns and



Subconcerns. Each Public Concerns and Subconcerns was accompanied by one or more verbatim comments, called Sample Statements, to convey the range of associated ideas. After all responses were processed and the Public Concerns/ Subconcerns/Sample Statements lists were complete, Sullivan wrote a narrative describing the history of the project, methods of outreach, public involvement and prominent themes. Sullivan also created appendices for the projects which included a brief description of the content analysis process, coding structures used on the project, demographic data, early attention reports, and a form letter report.

The final Narrative Summary, Public Concerns/Subconcerns/Sample Statements list, and Appendices were assembled into a single Content Analysis Report. This report provided the Fish & Wildlife Service and the public with an easy and accessible overview of public input.



C050 - Navy Region Southwest

Storm Water Online Training

San Diego, CA

Sullivan's technology offering has a synergistic relationship with its other divisional service offerings. It is common to have an environmental scientist actively involved in a large technology project.

Sullivan was contracted by Navy Region Southwest to create an online training program to support their environmental compliance needs. Utilizing Sullivan's experienced technology project management team, along with our unique development approach which maximized communication and leveraged technologies, we ensured that the client's vision was always at the forefront of our process and the end product was exceptional. We started by gathering available documentation and got a clear understanding of Navy Region Southwest's requirements, which allowed us to create a website that accurately illustrated the program.

The web training, which the Navy now hosts on its existing website, was scripted in Java, while using Active Server Pages (ASP), and meets all of the security requirements of the Department of Defense. The training consisted of eight modules, accompanied by Spanish translations; the training presents the information in a graphical format and tests the student at the end of each module.



Upon passing the test, the student and program manager are sent an email notification of the successful completion of the exam. Certificates are then dynamically created with the student's information, date, and course name.

Our flexible strategy enabled us to meet the customer requirements while minimizing the impact on resources assigned to support the website project. Activities were stretched to save human as well as fiscal resources. The project was completed on time, and 15% under budget.



State of California

EM Assist

Sullivan provides subject matter personnel to perform quality assurance review of 10 e-learning courses. Each course is approximately 30 pages in length. Topics include subjects such as teamwork and collaborative partnerships, communication skills, watershed sciences (including biology, geomorphology, hydrology, economics of land use, forest management, flood management and other technical topics related to managing watersheds), conflict management and other technical awareness and leadership skills.

The quality assurance review includes a review of technical content (i.e. information validation, intuitive/cognitive presentation, and a review of spelling/grammar).

Personnel assigned to this task must have a minimum of two years experience in watershed science and a good understanding of team building and/or management skills.