IAT / LS | Class Convene Management — To-Be Experience Map

STAKEHOLDERS & AS-IS PROCESS

Awareness & Initiation

1

CeTARS Program Analyst receives **Student Input Plan (SIP)** and creates the Proposed Schedule Recommendations.

Schedule Recommendations Created

CeTARS Program Analyst

Automated Draft Scheduling

2

Course Curriculum Model Manager receives **Proposed Schedule Recommendations for review.**

Reviews Proposed Schedule Recommendations

Course Curriculum Model Manager

Review by Training Managers & Schoolhouses

3

Course Curriculum Model Manager and Officer in Charge **verifies the Proposed Schedule Recommendations** with view-only access.

Verifies Proposed Schedule Recommendations

Course Curriculum Model Manager

Officer in Charge

4

Course Supervisor **reviews the Proposed Schedule Recommendations** to confirm that it can be supported or not due to possible schedule limitations.

Course Supervisor identifies 1 of 3 limitations: (1) Unavailable Resources, (2) Unavailable Instructors, or (3)Unavailable Facilities.

Course Supervisor creates Adjusted Schedule Recommendations, if any limitations apply.

Adjusted Schedule Recommendations

Course Supervisor

Final Approval & Publishing

5

Course Curriculum Model Manager and Officer in Charge **reviews the Proposed Schedule Recommendations again** with view-only access.

Schedule Recommendations Reviewed Again

Course Curriculum Model Manager

Officer in Charge

Class Execution & Real-Time Monitoring

8

CeTARS Program Analyst completes **final review of Schedule Recommendations** and accounts for "C" Schools, "A" Schools, or other formal trainings. **Final Class Convene Schedule Notifications are sent** to appropriate parties.

Reviews and Class Convene Schedule Notifications Sent

CeTARS Program Analyst

Post-Execution Review & Metrics Analysis

9

CeTARs Program Analyst compiles data on student throughput & completion rates. Insights are then used to refine next scheduling cycle.

Data Compiled for Next Scheduling Cycle

CeTARS Program Analyst

Workload reduced by automation.

Continuous improvement and data-driven decisions.

TECHNOLOGY

**See Key for further technology tools definitions.*

Awareness & Initiation: Utlizing Existing Navy Systems (CeTARS)

Automated Draft Scheduling: Scheduling Tool(s); Workflow Automation

Review by Training Managers & Schoolhouses: Cloud-Based Dashboard; Secure SharePoint, CeTARS database (ADE), LMS; Approval Workflow System (Navy ERP, SharePoint, Task Management System)

Final Approval & Publishing: Workflow Automation

Class Execution & Real-Time Monitoring: Class Schedule Tracker and Data Gathering

Post-Execution Review & Metrics Analysis: Data Analytics Tools (Power BI, Tableau, AI-based insights)

TRANSFORMATION NOTES

Awareness & Initiation:
- Automated Data Collection
- Integration with existing student information systems

Automated Draft Scheduling:
- Smart Scheduling System

Review by Training Managers & Schoolhouses:
- Implement read-only access controls
- Provide role-based permissions
- Provide real-time reviews and schedule updates

Class Execution & Real-Time Monitoring:
- Approve or decline schedule adjustment recommendations in a dashboard
- Automated schedule creation and dissemination

Post-Execution Review & Metrics Analysis:
- Ability to predict demand
- Improvements for next cycle

TECHNOLOGY TOOLS KEY

CeTARS
(Corporate enterprise Training Activity Resource Systems)
Executes the scheduling and tracking process based on structured workflows.

ADE
(Authorized Data Environment)
Enables data-driven decisions through analysis and communication with dynamic and interactive dashboards and visualizations.

SharePoint
(Document Repository)
Stores critical documents, training policies, and schedules.

Navy ERP
(Conflict Tracking)
Helps track scheduling conflicts, and noting issues that arise during class convening.

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