

**FY21 Tutorial for
Prioritizing Classrooms Requiring Technology Modernization**



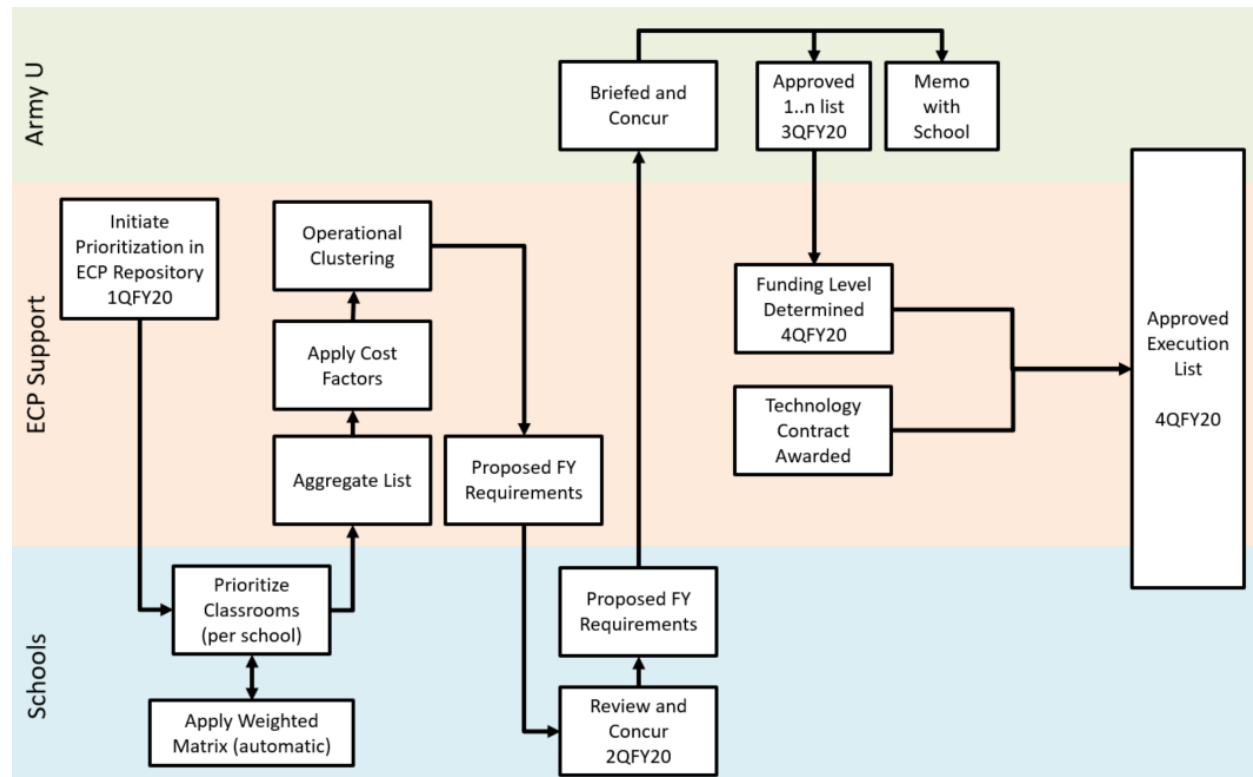
**DIRECTORATE FOR LEARNING SYSTEMS
ENTERPRISE CLASSROOM PROGRAM
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Introduction

The purpose of the annual classroom prioritization process is to establish the classroom technology modernization requirements. Process includes distribution of a TRADOC TASKORD and a list of all verified ECP classrooms and known new requirements. Intent of this tutorial is to ensure standardization among completions throughout supported CoEs/schools.



Methodology

1. ECP provides schools a list of the approved/validated classrooms supported by the Enterprise within the ECP Repository.
2. Model includes assigned weighting factors to five key criteria.
3. Schools assign a ranking to each classroom based on a range of requirement drivers (i.e., TRAPS, etc.); school priority; type of work required; and make any further optional refinement to their list for approval by school leadership.
4. ECP Repository applies cost factors and programming requirements.
5. ECP briefs Provost, ArmyU for 1-n approval; Provost informs the CoE/school leadership and provides scorecard of approved classroom requirements. Funding levels determine execution list.

Below, find the detailed directions toward completion

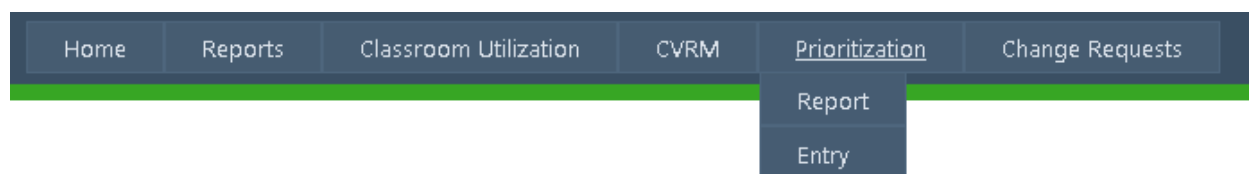
Repository Usage

Many data elements factor into the weighted decision matrix, all derived either from the ECP Repository or school input. The ECP Repository contains a prioritization entry for each classroom with known data elements pre-set and default weights applied. The Type of Work, Requirement Driver, and School Priority are required entries that impact a classroom's weighting and rank in the list. Equipment Issues are optional, and can be set by the school to further alter the relative weighting for a classroom. A list of all the columns and an explanation of what they are is located in the Data Dictionary table at the end of this tutorial.

Note that 1-n prioritization is generally for ECP classrooms. However, school-funded classrooms are listed and values can be set but will not generally appear in the final sorting of classrooms for FY20 work unless ECP has programmed with the organization for adoption of the classroom into the ECP.

Prioritization in the ECP Repository

Prioritization works similarly to CVRM/DVRM. Users with permission will see a Prioritization drop down with Report and Entry.



For entry you may optionally filter the list of classrooms. The ECP Repository will recommend filtering if the list will be sufficiently long to negatively impact your web browser.

1120 entries with current filter.

Fiscal Year 21	10 TRADOC school (optional) -- Select TRADOC School --	10 installations (optional) -- Select Installation --	Sort order (optional) Site, Building, Classroom	Options <input checked="" type="checkbox"/> Only ECP <input type="checkbox"/> Classrooms <input type="checkbox"/> Show IDs <input type="checkbox"/> Show Weights <input type="checkbox"/> Show Priorities Generate Report
	ATRRS School (optional) -- Select ATRRS School --	buildings (optional) -- Select Building --	Results per page 200	

0 rows visible. This number includes separate rows for A/B rooms and non-classrooms (e.g. communications closets)

No results for this query.

Filter as desired and click "Generate Report", the classrooms will be listed.

Recommendation: Use as few filters as necessary. It is possible to entirely filter out classrooms by combining too many filters.

Note: That by default the Entry filter only shows ECP classrooms. You may uncheck that box to see School-Funded classrooms but those are generally not eligible for ECP Annual Prioritization.

850 entries with current filter.

Fiscal Year 21	10 TRADOC school (optional) -- Select TRADOC School --	10 installations (optional) Fort Lee	Sort order (optional) Site, Building, Classroom	Options <input checked="" type="checkbox"/> Only ECP Classrooms <input type="checkbox"/> Show IDs <input type="checkbox"/> Show Weights <input type="checkbox"/> Show Priorities
	ATRRS School (optional) -- Select ATRRS School --	buildings (optional) 2300 Wylie Hall	Results per page 200	Generate Report

14 of 14 rows visible. This number includes separate rows for A/B rooms and non-classrooms (e.g. communications closets) 0.13 seconds to generate.

The data table below auto-saves entries. There is no "submit" button.

Funded Req?	?	COE	Enclave	Site	Building Name	Building Number	Classroom	Room Type (current)	Room Type (CVRM FY21)	Type Of Work	Requirement	School Priority	Equipment Issues?	Calculated A/V Age	CVRM Tier 2?	CVRM MER Delta (FY20)	Total Weight	School Desired Priority	Remarks
		ECP	SCoE	TCSLEE01 - TCS LEE	Fort Lee	Wylie Hall (was Joint Transportation Training (JTT))	2300 (276)	A114 (Auditorium) detail	Auditorium				<input type="checkbox"/> Equipment Issues?	10	No	no MER	40		Additional remarks here
		ECP	SCoE	TCSLEE01 - TCS LEE	Fort Lee	Wylie Hall (was Joint Transportation Training (JTT))	2300 (276)	B103 detail	Classroom				<input type="checkbox"/> Equipment Issues?	1	No	no MER	-30		Additional remarks here
		ECP	SCoE	TCSLEE01 - TCS LEE	Fort Lee	Wylie Hall (was Joint Transportation Training (JTT))	2300 (276)	B105 detail	Classroom				<input type="checkbox"/> Equipment Issues?	10	No	no MER	40		Additional remarks here
		ECP	SCoE	TCSLEE01 - TCS LEE	Fort Lee	Wylie Hall (was Joint Transportation Training (JTT))	2300 (276)	B106 detail	Classroom				<input type="checkbox"/> Equipment Issues?	10	No	no MER	40		Additional remarks here
		ECP	SCoE	TCSLEE01 - TCS LEE	Fort Lee	Wylie Hall (was Joint Transportation Training (JTT))	2300 (276)	B110 detail	Classroom				<input type="checkbox"/> Equipment Issues?	1	No	no MER	-30		Additional remarks here

Orange backgrounds show desired input fields that are not yet populated.

Blue backgrounds indicate the user has populated the field and the data has been captured/saved.

Selecting **None** for the Type of Work auto selects a **None** requirement and a **4 - Very Low** school priority for a classroom if no other values have been set. These values can still be changed.

Type Of Work	Requirement	School Priority
None	None	4

Sort the currently filtered classroom list by clicking on the title of any column. For example, to sort by Total Weight, click the column header. You may have to click twice to sort with the largest values on top. Each click reverses the sort order.

Total Weight	School Desired Priority	Remarks
30		Additional remarks::
30		Additional remarks::

You can also use the "Total Weight" sort order in the filter bar.

Sort order (optional)

Site, Building, Classroom
Site, Building, Classroom
A/V Age
Total Weight
School Desired Priority
Calculated Priority
Final Priority

Options
☒ Only ECP
Classrooms
☐ Show IDs
☐ Show Weights
☐ Show Priorities

Generate Report

The Prioritization Report allows exporting to a CSV file that can then be opened in Excel. Disregard filtering warnings for a CSV export. Note that CSV export is only available on the Report feature, not the Entry feature. The CSV is an export only. Data manually changed in the CSV or Excel file **is not re-importable into the ECP Repository**. It is for your records only.

Options

☐ Only ECP Classrooms

☐ Show IDs

☐ Show Weights

☐ Show Priorities

☒ Export 1218 entries CSV

Generate Report

Data elements requiring school input and their descriptions are listed below.

General Directives

1. DO assign Type of Work, Requirement, and School Priority.
2. DO provide additional detail if Equipment Issues is checked.
3. DO contact ECP if new classrooms are necessary or a classroom is not listed.

Criteria	Source	Categories	Value Ratings	Explanation
Requirement Driver	DA/School	CAC and above directed	80	Approved TRAPS, other CAC and above directed priorities, new construction, new requirements, etc
		New Construction	60	
		New Requirement	40	
		Adopted/Refresh	40	
		None	0	
		Programmed Renovation/Demolition	-80	
School Priority	School	Bin 1 - Top 10%	80	Allows the school to rank their own classroom to determine prioritization
		Bin 2 - 10-40%	40	
		Bin 3 - 40-70%	20	
		Bin 4 - Remainder	0	
Mission Risk/Failure	School/ECP	Risk Assessment Matrix	up to 80	ECP generated value based on a combination of classroom age, known A/V equipment issues, and sustainment predictions.
			0	
			down to -80	
Enclave Assessment	ECP/School	Enclave on-hand below MER	0 to 40	Encaves with classroom counts below their identified Mission Essential Requirement (MER) receive increased prioritization. Tier 2 classrooms are negatively rated to push them down the 1..n list.
		Enclave on-hand equal to MER	0	
		Tier 2	-100	

Required Fields

Type of Work. The Type of Work is intended to provide schools the ability to indicate what work is required for a given classroom. This has no impact on ranking/weight. Classrooms that do not require any work this FY should have **None** selected. This will auto-set **None** equivalents for requirements and school priority.

Selections include:

- None
- New
- Computers only
- Refresh
- Refresh/Adopt
- Move/Relocate
- Move to Storage
- Reset from Storage
- Additional Capability

Requirement. The requirement driver is intended to provide schools the ability to highlight current year requirements. They are weighted highly (see range in the figure above) and will be reviewed for validity. Most classrooms will not have one. A **None** option is available.

Selections and definitions appear below:

- **CAC and Above Directed:** This is reserved for specific directives against individual requirements, not general or annual guidance statements that are published to all CoE/schools.
- **New Construction:** a new building coming online that will house classrooms. These classrooms should be pre-coordinated with ECP so that sufficient power and networking can be installed prior to completion.
- **New Requirement:** a new POI, additional classroom capability, or addition capacity is required to achieve mission in the upcoming FY. Must provide additional detail in the “Comments” regarding the circumstances and reconcile with CVRM.
- **New work after completed renovation:** an existing building or classroom coming back online after renovation. These classrooms should be pre-coordinated with ECP so that sufficient power and networking can be installed prior to completion.
- **Building Demo/Renovation.** Classrooms being retired for any reason; or classrooms located in buildings to be undergoing renovation impact operation of the classroom. ECP will not perform work in classrooms being removed or under significant risk of equipment damage due to building construction/renovation. Note, these are negatively weighted to ensure the Army does not invest in classrooms that may be promptly removed or damaged.
- **None:** No unique requirement drivers for the classroom. Most classrooms fall into this category.

School Priority. These provide the school the ability to prioritize ALL classrooms, not just those for the pending Fiscal Year. Choices are 1-4.

- **1** represents the top **10%** of classroom requirements and should focus on current year priorities. If there are no current year priorities, do not assign any classrooms to Bin 1. Schools with less than 40 classrooms total can select up to 4 classrooms as Bin 1.
- **2** contains classrooms in the 11-40% range.
- **3** for classrooms in the 41-70% range.
- **4** for the remainder.

Optional columns for population are:

Equipment Issues. Check the box if a classroom has recurring A/V Issues that negatively impact the ability to meet mission AND has associated trouble tickets submitted to ECP Sustainment within the past year. These issues may be reviewed for currency and validity. **A remark describing the issues is required for each box that is checked.**

School Desired Priority Order. Provides the capability to rank order classrooms from 1-n, in addition to the weighted matrix. Provides ECP the ability to do a secondary sort of classrooms that share the same total weight. If there are high priority classrooms that are not ranking highly by the weighted matrix, or low priority classrooms ranking above where they need to be, contact ECP to discuss.

Options Check boxes

Show IDs Check Box:

When selected, the following additional columns are displayed

- **Id:** This is the database id for the FY21 Prioritization entry
- **Classroom Id:** This is the Repository Database id for the classroom.

NOTE: These are system generated values and generally only used for troubleshooting.

Show Weights Check box:

When selected, the following additional columns are displayed

- **Requirement Driver Weight:** The numerical value set by the Requirement Dropdown selection
- **School Priority Weight:** The numerical value set by the School Priority Dropdown selection
- **Mission Risk Weight:** A numerical calculation is based on classroom age (pre-calculated), school-assessed equipment issues
- **CVRM Assessment Weight:** A Numerical calculation based on the number of classrooms over or under MER. A "0" in the column indicates a positive weighting for classrooms in an enclave below Mission Essential Requirement (MER). If the column reflects other than "0," it is a negative weighting, indicating classrooms in excess to the MER.
- **ECP Weight:** ECP may apply an operational clustering weight to normalize weights by building and/or enclave and apply costing factors.

Show Priorities Check box:

When selected the following additional columns are displayed

Calculated Priority: The Repository's initial automatically generated order.

Final Priority: The final approved priority order.

Remarks. Required for New requirement and Additional Capability. All others are optional.

Notes.

- If an ECP classroom was left off the list, or there is an additional new requirement, please contact ECP.

- If a room on the list is no longer used as a classroom, make a note of it in the Remarks field. If there is a discrepancy with the FY21 CVRM Room Type, make note of it in the Remarks Field. ECP will not refresh Office, Storage areas, etc.

Next Step

In accordance with the Requirements of the Prioritization TASKORD:

- ECP reviews CoE/school Input, generates draft 1-n list and distributes for review and comment.
- CoE/school classroom managers validate school portion of 1-n list.
- ECP reviews CoE/school Input, generates Final 1-n list and distributes for review and comment
- CoE/school G3/DoT concurrence with 1-n due to ECP.

Sub-sort for Similar Weighted Classrooms

Multiple classrooms are likely to have the same weighted priority value. Classrooms within the same weight will be sub-sorted using primary and secondary data. The current sub-sort is determined, in order, by:

1. Requirement driver (largest to smallest)
2. School priority (bin)
3. A/V equipment issues
4. A/V equipment age

After funding is received, the Optional School Desired Priority may be applied to classrooms along the funding cut line.

Data Dictionary

Columns of the file and descriptions of their contents are defined below.

Column Name	Description	School Input Required?
Funded/Unfunded Requirements	Indicates of a classroom is already funded for execution or on a previously unfunded list.	No
?	Identified whether a classroom is ECP or CoE/school furnished.	No
COE	Center of Excellence	No
Enclave	School defined enclave. May be blank for classrooms (e.g. new requirements, other factors)	No
Installation		No
Building Name		No
Building Number		No
Classroom		No
Room Type (Current)	Classroom Type as currently set in the Repository (e.g. Classroom, Lab, Auditorium)	No
Room Type (CVRM FYxx)	Classroom Type as identified during current FY CVRM process. (identifies changes in room usage)	No
Type of Work	Type of work required (e.g. refresh, new, etc.)	Yes
Requirement	School-selectable requirement driver. This is a drop down of fixed values. Generally will be "none".	Yes
School Priority	School bin value of 1, 2, 3, or 4.	Yes
A/V Equipment Issues	The school assessment of A/V classroom technology impact on ability to meet mission AND classroom has had ECP sustainment tickets in the past year.	Optional
Calculated A/V Age	The calculated age of the classroom, based on the instructor presentation system, not the student computers.	No
Tier 2	1 if this is a Tier 2 room (rare) based on CVRM discussions.	No
CVRM Calculated FYxx MER Delta	The number of classrooms over/under MER this classroom is based on its school assigned enclave. This is the calculated MER, not the agreed MER since agreements were not complete at the time. These values may change later as agreements are made and if they materially impact the weighting.	No
Requirement Driver Weight	Calculated weight based on school selected requirement	No
School Priority Weight	Calculated weight based on school entered bin	No

Mission Risk/Failure Weight	Calculated weight based on classroom age and school assessed risk of mission failure based on classroom technology.	No
CVRM Assessment Weight	Calculated weight based on enclave MER and classroom Tier2 status.	No
ECP Weight	ECP may apply an operational clustering weight to normalize weights by building and/or enclave and apply costing factors.	No
Total Weighted	Values from the four weighted areas are summed and become the total weight for each classroom.	No
School Desired Priority Order (1-n)	Numeric value from 1 to total classroom count to indicate the schools preferred priority of classroom completion regardless of weighted priority calculation	Optional
Remarks	Any additional information, justification, or notes the school wishes to provide on a classroom	Optional