

Maintenance Plan Annual Update Form
For Category A Courses

Due: May 29th annually

Submit to: Deb Fleming, Training Branch Mgr, dlfleming@blm.gov

Course Name and Number (if applicable):

Subgroup Submitting Update:

Date Submitted:

- 1) Is this course still needed? Explain.

- 2) Has there been significant feedback from the field on the course? Explain.

- 3) Has the associated position task book (if appropriate) been revised recently, if so when?

- 4) Are the course objectives still valid?

- 5) What improvements, if any, are needed (i.e., objectives, flow of content, instructional methods, instructional media, exercises, testing)?

- 6) Is there some novel component of the material or delivery that is working particularly well?

- 7) Are the components of the course still valid and current (i.e., Instructor Guide, DVDs, support materials)?

- 8) Could the course or portions of the course be moved to an online format? What are advantages and disadvantages?
- 9) If a course revision is recommended, based on the above review, the following additional information will also be provided:
- What percentage of the course needs revision?
 - How do you anticipate staffing the revision?
 - What level of funding is anticipated for the revision?
 - Will NWCG funds be requested?
 - An outline of general timeframes anticipated for the revision.