

Syllabus for N7 Engineering Academy Work Item Writing Fundamentals Workshop

Course Content

This course provides in-depth training on MSC policies and practices pertaining to researching, writing, and editing detailed and performance-like work items, followed by practical exercises in work item review, editing, and creation. The subject matter is considered intermediate in nature. The modules for this course include:

- MSC Work Item Development Fundamentals
- Work Item Review and Editing
- Writing Detailed and Performance-like Work Items Target Audience

The target audience for this course is all new-hire N7 personnel. This course is also appropriate for experienced N7 personnel who want to refresh their proficiency in certain subject matter areas.

Prerequisites

Completion of:

- Introduction to Military Sealift Command course
- MSC Regulatory Standards, Inspections, Maintenance Availability Overview, and Engineering Budgets course

Administration

Enrollment is on a first come, first served basis. You can self-register for this course online at <http://mscn7training.com>. Successful completion of this course requires 100% attendance.

Schedule

This course is conducted over a period of three consecutive days. Classes begin at 8:00 AM and end at 5:00 PM each day. The schedule for the course modules is as follows:

Day One	0800-0830	Course Introduction
	0830-1700	MSC Work Item Development Fundamentals
Day Two	0800-1700	Work Item Review and Editing
Day Three	0800-1700	Writing Detailed and Performance-like Work Items

Module Descriptions:

MSC Work Item Development Fundamentals - The topics covered in this module include: MSC's work item policies and practices; differences between commercial and MSC detailed, performance, and performance-like work items; MSC Work Item Preparation Guide; MSC work breakdown structure; standard and alternate formats for MSC work items; intent and content of MSC work item sections; differences between enclosures and attachments; avoidance of jargon and regional terminology; proper grammar and word choice; incorporation of regulatory requirements; incorporation of drawings and figures; standardization of work item language, brand name or equal provision; MSC standard language; Category A and B work items; class standard work items; MSC 000 work items; MSC General Technical Requirements; and MSC design standards. Differences between alteration and repair specifications.

Work Item Review and Editing - This module provides an opportunity to review existing MSC work items to check alignment with MSC policies and instruction, and the subsequent revision of these work items per work item fundamental standards. Students will conduct exercises on ensuring alignment of the work item abstract and statement of work. Students will also participate in individual and collective revisions and discussions regarding standard, class standard, and repair type work items. Students will have the opportunity to bring their own work items in for review and editing, or address any of several existing work items provided by the instructor.

Writing Detailed and Performance-Like Work Items - This module provides an opportunity for each student to write detailed and performance-like work items which will be subsequently reviewed by their peers. Students will watch short videos that illustrate the difficulty in conveying ideas even on subjects of which they are very knowledgeable and familiar. Students learn the value of using a 3rd party review and the incorporation of changes based on the knowledge of more experienced engineers. Students will observe the evolution of performance-like work items towards more detailed work items and have a chance to see the pitfalls inherent in work items with too much detail.

Date	Version	Description	Author
5/14/19	0.0	Initial draft	Kevin Sorbello
8/15/19	0.1	Revised target audience and prerequisites per discussion with Al Ronald (N7X Competency Manager)	Gary Fields

11/25/19	0.2	Revised Administration section	Gary Fields
3/31/22	0.3	Revised schedule to add an introductory module; corrected course duration to match actual schedule	David Leyh
6/1/22	0.4	Corrected course title	Gary Fields