

N7 Engineering Academy Syllabus for Work Item Writing Refresher Workshop

Course Content

This course provides refresher training on MSC policies and practices pertaining to researching, writing, and editing detailed and performance-like work items. The subject matter is considered advanced in nature. The topics covered in this course include:

- MSC work item development fundamentals
- Review and editing existing work items
- Writing detailed and performance-like work items

Target Audience

The target audience for this course is all N7 personnel who have previously completed the MSC Work Item Writing course and want to refresh their proficiency in writing work items.

Pre-Requisites

Completion of:

- Introduction to Military Sealift Command course
- MSC Regulatory Standards, Inspections, Maintenance Availability Overview, and Engineering Budgets course
- Government Contracting, RCA, RCM, and ENCON course
- MSC Work Item Writing Fundamentals course
- MSC Work Item Estimating Fundamentals 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 consists of eight (8) hours of instruction conducted over a period of one (1) day. Classes begin at 8:00 AM and end at 5:00 PM.

0800-0830	Introduction to Work Item Writing Refresher Workshop
0830-1200	Work Item Development Fundamentals

1300-1500	Work Item Review and Editing
1500-1700	Writing Detailed and Performance-Like Work Items

Topic 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
8/15/19	0.0	Initial draft	Gary Fields
11/25/19	0.1	Revised Administration section	Gary Fields
6/1/22	0.2	Created a schedule, including addition of new Intro module; Corrected course title	David Leyh