

# Homeland Security Exercise and Evaluation Program Toolkit

## *Corrective Action Program System Features*

### NEW CAP SYSTEM FEATURES (MARCH 2007)

In March, the Homeland Security Exercise and Evaluation Program (HSEEP) launched new CAP System features and refreshed the look and feel of the site to mirror other HSEEP Toolkit applications. New features include:

- The ability to upload an After Action Report (AAR) and share it with the research staff at *Lessons Learned Information Sharing (LLIS.gov)*
- A Training Page that houses all system-related support and training resources
- A Gantt Chart Wizard to empower users to visually track the implementation of improvement plan data over time
- An Export Tool that allows users to export improvement plan data

### TRAINING PAGE

The Training Page provides users a central location for all CAP System training resources. The page includes:

- System demonstration and tutorials
- Online help system
- Answers to frequently asked questions (FAQ)
- Information Kit Materials

Additionally, users may request additional CAP System training and support, as well as provide feedback and suggestions for future enhancements.



### AAR UPLOAD TOOL

The AAR Upload Tool is an option that allows users to associate an AAR with an improvement plan in the system. Once an improvement plan has been posted, users have the capability to view, save, or print an AAR as an Adobe Acrobat PDF file. AARs will only be accessible to users that have been associated with the companion improvement plan.



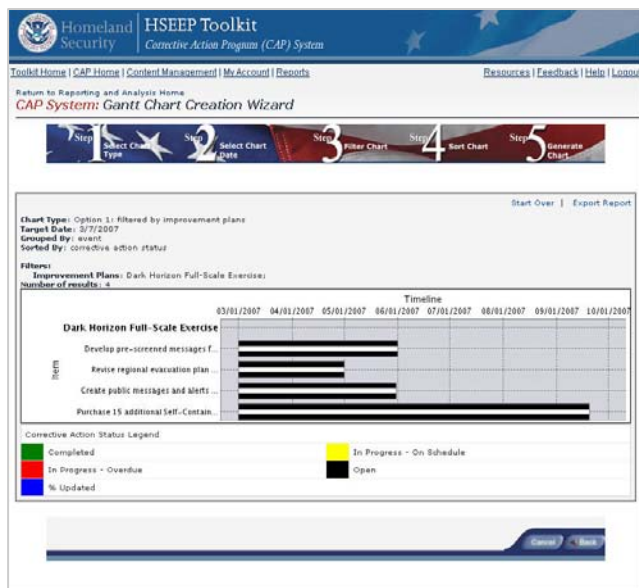
Users may choose to share their AAR with researchers from *Lessons Learned Information Sharing (LLIS.gov)*. If selected, *LLIS.gov* researchers will contact users to discuss the possibility of sharing their AARs with the *LLIS.gov* community.

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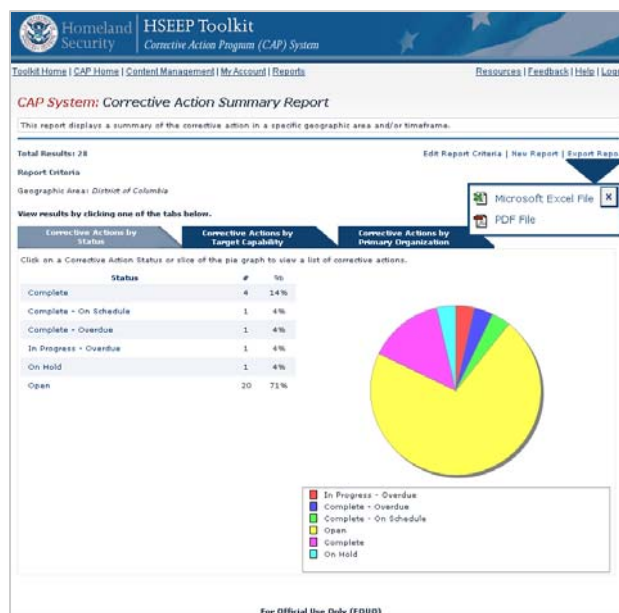
### GANTT CHART CREATION WIZARD

The Gantt Chart Creation Wizard allows users to create customized Gantt charts based on geographic, organization, and other improvement plan data filters. Gantt charts provide a compact, graphical illustration of the progression of improvement plan(s) and corrective action(s) implementation over a period of time. Users may focus on a single improvement plan or compare corrective actions across all improvement plans, and may also pick the desired date range for the chart.



### REPORT EXPORT TOOL

The Report Export Tool enables users to export improvement plan reports and corrective action data to a Microsoft Excel or Adobe Acrobat PDF file. This feature allows users to import CAP System data into their own project management software.



### SYSTEM ACCESS AND SUPPORT INFORMATION

Access to system data is role-based, meaning that users only have access to improvement plan data for plans to which they have been assigned a formal role. For access to the CAP System, contact the HSEEP Help Desk at [support@hseep.net](mailto:support@hseep.net) or 877-612-HELP.

To learn more about the CAP System, and other components of the HSEEP Toolkit, visit the HSEEP Website at <http://hseep.dhs.gov>.