



The Design and Development System

Frequently Asked Questions

Q. WHAT IS THE DESIGN AND DEVELOPMENT SYSTEM (DDS)?

A. The DDS is a project management tool and comprehensive tutorial for the design, development, conduct, and evaluation of exercises. The DDS provides users with templates and guidance for conference planning, developing master task lists, timelines, planning teams, and exercise documentation (e.g. Master Exercise Scenario Lists (MSEL) and Exercise Evaluation Guides (EEG)).

Q. WHAT TYPE OF INFORMATION IS LOCATED WITHIN THE DDS?

A. The DDS was designed to walk users through the entire exercise life cycle. The life cycle is broken down into five key elements: foundation, design and development, conduct, evaluation, and improvement planning. Users also can choose to use any of the 80 templates.

Q. HOW DO I ACCESS THE DDS?

A. To acquire access to the DDS, contact the HSEEP Toolkit Help Desk at support@hseep.net or (877) 612-HELP (4357).

Q. WILL OTHER INDIVIDUALS ASSISTING WITH THE EXERCISE HAVE ACCESS TO THE DDS?

A. Yes, the DDS is designed to give you the ability to delegate tasks to other members of the exercise team.

Q. IS DDS TRAINING AVAILABLE?

A. Yes, training on the DDS is available. Training can be requested by emailing hseep@dhs.gov.

Q. WHAT TYPE OF BROWSER (SOFTWARE) DO I NEED TO VIEW THE DDS?

A. The DDS supports Internet Explorer 5.5 and newer.

Q. HOW SECURE IS THE DDS?

A. The DDS uses a multi-level approach to security, which includes a unique user ID and password to access the system.

Q. DO I HAVE TO USE THE TEMPLATES PROVIDED WITHIN THE DDS OR CAN I USE MY OWN?

A. The DDS allows you to upload your own documentation in place of the given templates.

Q. IF I HAVE TECHNICAL PROBLEMS OR FORGET MY PASSWORD, WHOM SHOULD I CONTACT?

A. For technical questions regarding the DDS, please contact the HSEEP Toolkit Help Desk at (877)612-HELP (4357) or support@hseep.net

Q: I HAVE PLACED ALL OF MY EXERCISE INFORMATION INTO THE DDS; NOW WHAT?

A. The DDS compiles the user's exercise information into one comprehensive document. This document can be saved on a user's system and customized to meet the user's needs.