



The Society of Cost Estimating and Analysis

November 8, 2003

***An Introduction to Contracts by
James Myers***

Evaluation Summary

Revenue and Expenses

Income:

Budget		Attendees	
Tuition	\$ 45	7	\$ 315
	\$ 100	1	\$ 100
			\$ -
			\$ 415

Expenses:

Gift Certificate		\$100
Printing		\$152
Room Rental		\$175
National Membership		<u>\$55</u>
	Total	\$ 482
	Net	(\$67)

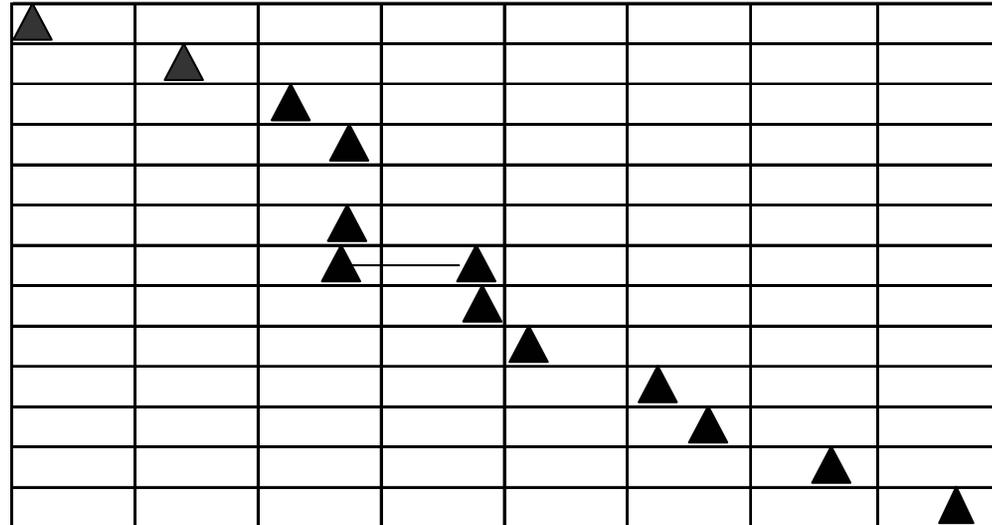


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POA&M

Reserve Conference Room
 Develop Advertising Flyers
 Review Syllabus
 Refine Agenda

Send Flyers Out Electronically
 Register Potential Candidates
 Assembly Notebook Template
 Reproduce Notebook Template
 Hold Session
 Evaluations
 Training Report
 New SCEA Applications



Income:	Budget			Attendees		
	Tuition	\$	45	15	\$	675
		\$	100	5	\$	500
					\$	1,175
Expenses:	SCEA Annual Dues	\$	55	5	\$	275
	Binders					\$100
	Reproduction					\$200
	Donuts					\$30
	Plates, Napkins, etc					\$0
	Speaker Gift Certificates					\$100
	Text Book					\$0
	Room Rental					<u>\$175</u>
				Total	\$	880
				Net		\$295

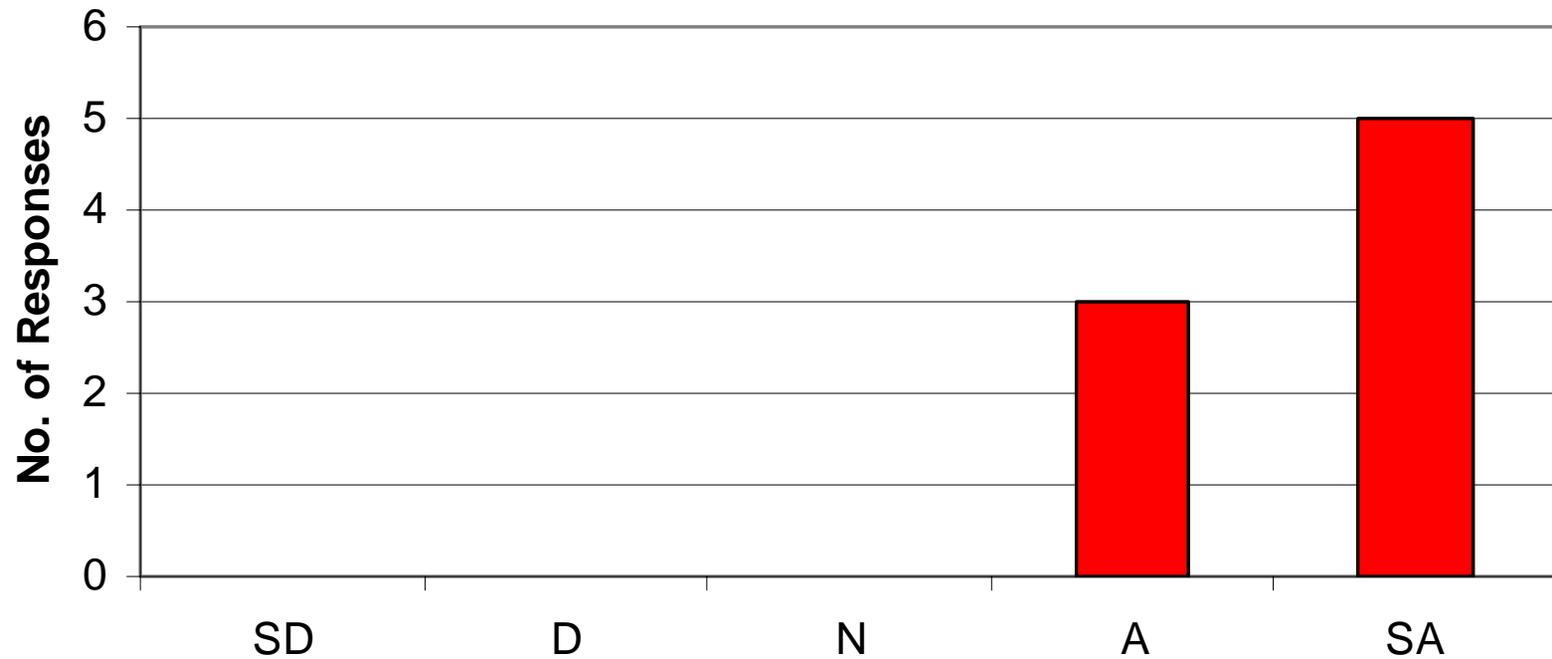
Miscellaneous Facts

- **9 out of 10 Individuals who signed up actually attended.**
- **Washington Chapter Officer Course Registrations were Waived (Dan).**
- **No Donuts or Coffee – half day session.**

- **Five Questions**
 - This Course Met My Expectations
 - The Course was the Right Length
 - Instructors Knew their Material
 - The Briefing Material was Understandable
 - I would attend another SCEA Saturday Class
- **Other Comments**
- **Suggestions for Other Training Sessions**

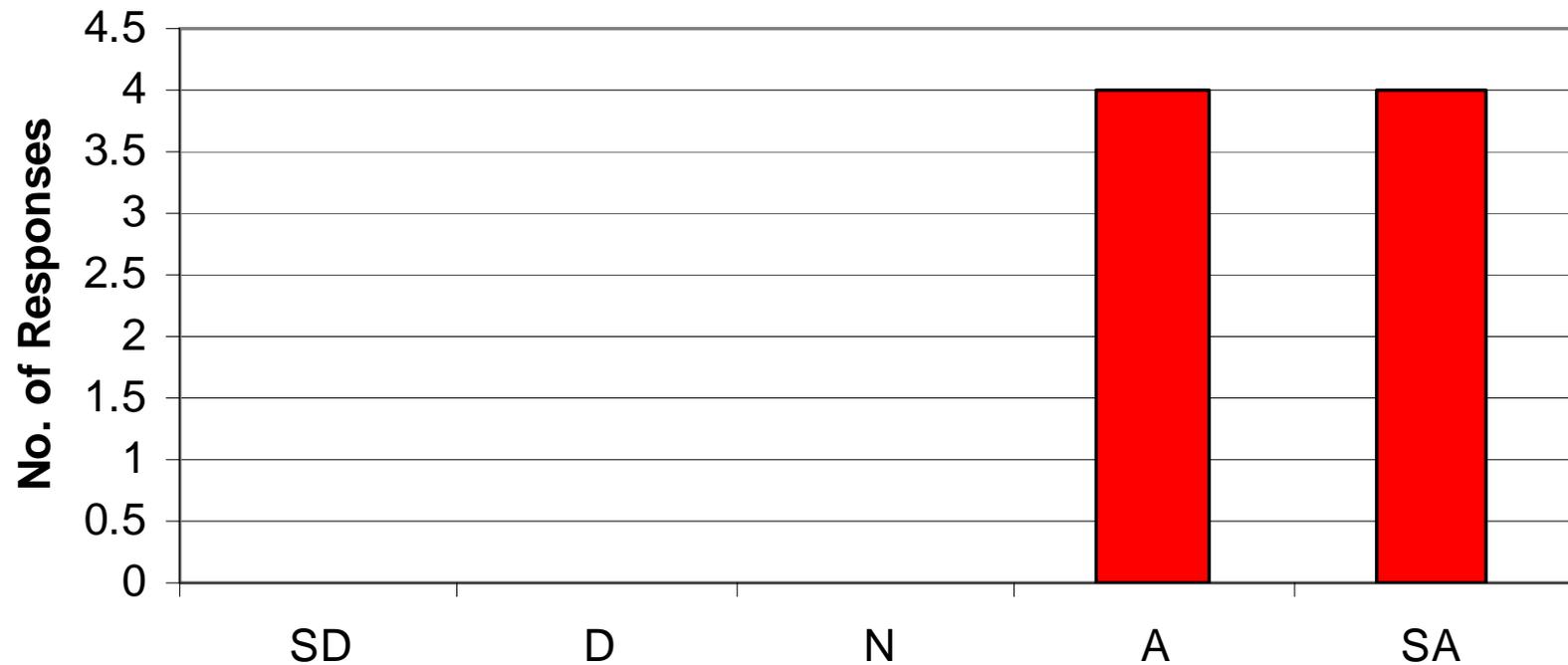
SCEA Course Evaluation

The Course Met My Expectations



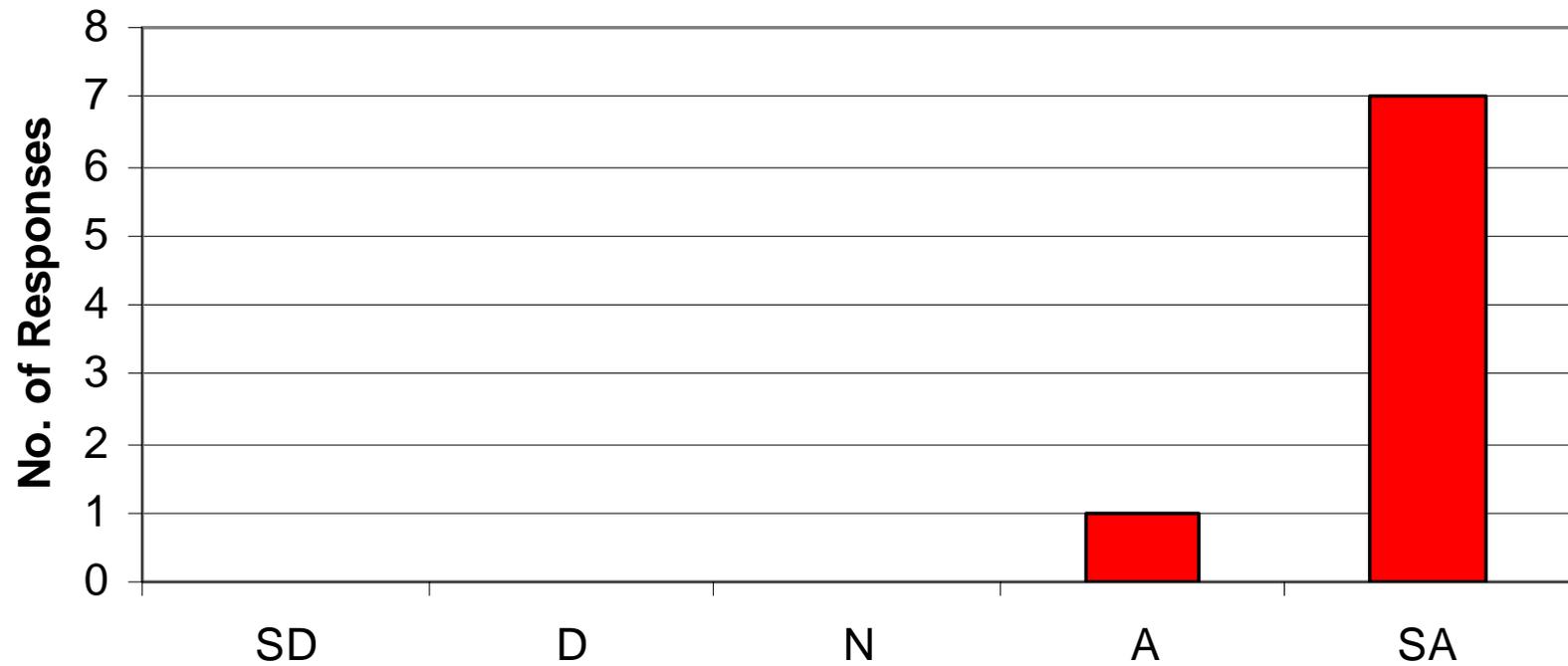
SCEA Course Evaluation

The Course was the Right Length



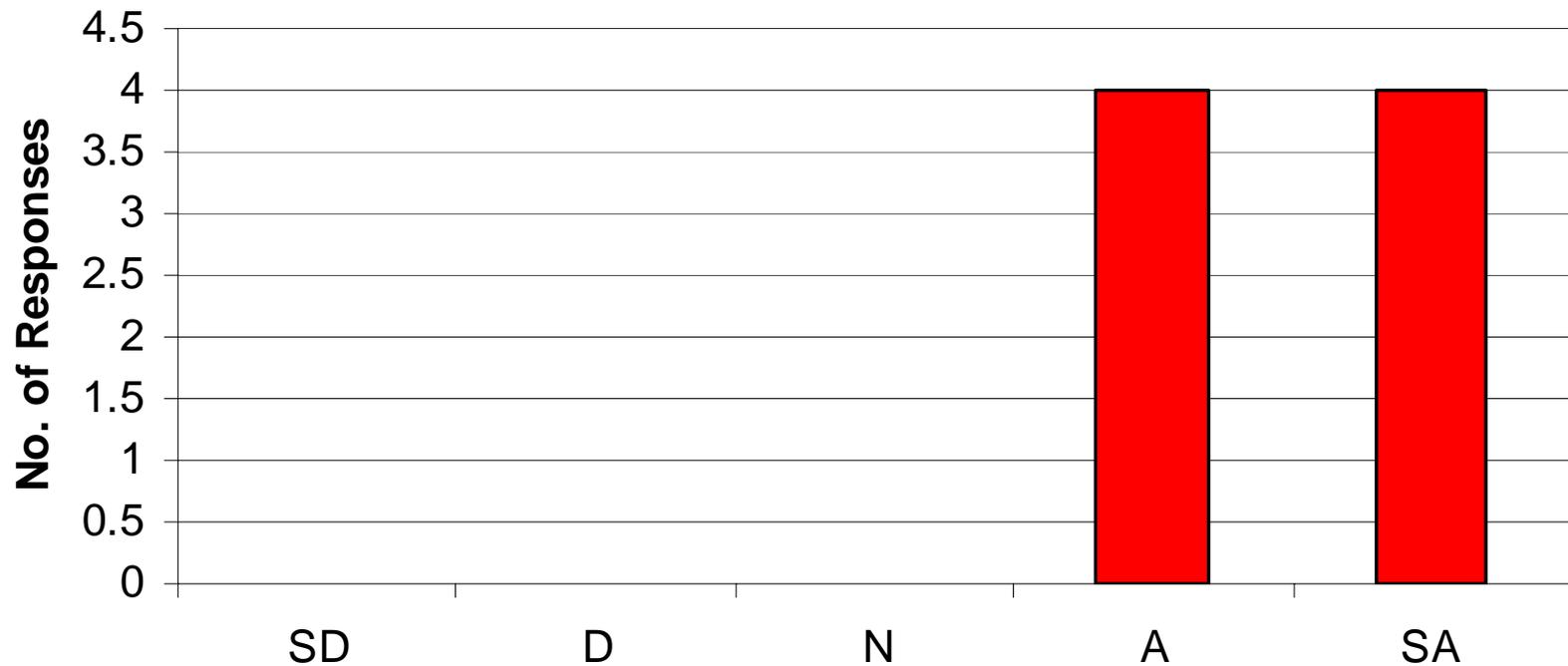
SCEA Course Evaluation

Instructor Knew Material



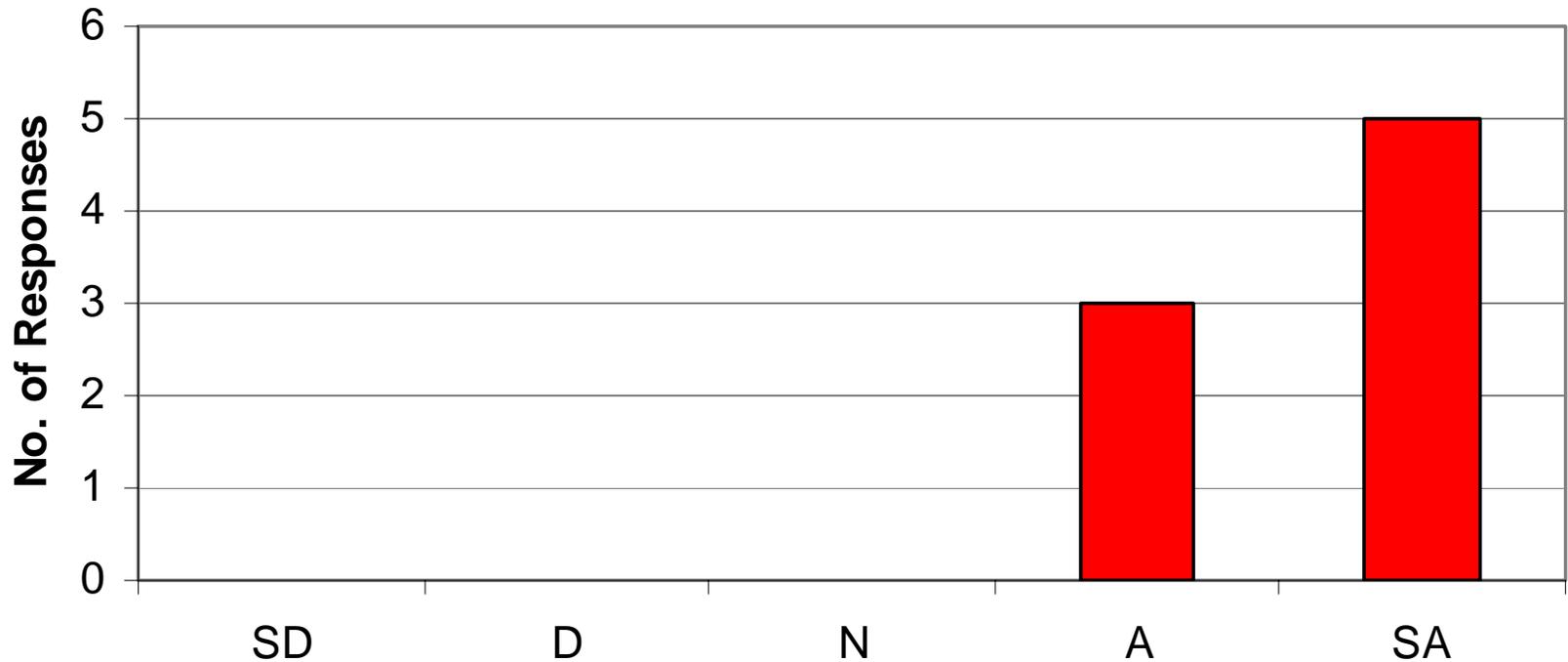
SCEA Course Evaluation

The Briefing Material was Understandable



SCEA Course Evaluation

I would attend another SCEA Saturday Class



Comments

- *Missed the donuts and coffee. :->*
- *2nd floor room with auditorium style seating and convenient power plugs for laptops preferred.*
- *Real shame there weren't more attendees, excellent presenter, really knew the material, good examples.*
- *Like the ½ day format, would've liked about an extra hour of mat'l (as advertised) but that's tough with the lunch hour.*
- *Very applicable material.*
- *Informal environment is a positive.*
- *½ day on Saturday is better than full day.*
- *I benefited from the simplicity & organization of the slides, however I may have also benefited from more pictorial representations of how events flowed and affected one another.*
- *All around very enjoyable !!*
- *Good info. High in detail of the contract information.*
- *Very good presentation! Good knowledge base, good interpersonal skills.*
- *Excellent!!*



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Suggestions for Other Saturday Courses

- ***I like the idea of basing training off CostPROF, good set of topics.***
- ***If and how they will help with certification exam.***