



Module I Agenda

Day	Time		Agenda Subject / Title	Total Hours	
1	8:00 AM	8:30 AM	Module I Training Introduction and Overview	0.50	
			<u>Introduction to VA/VE</u>		
	8:30 AM	8:45 AM	Profile of L. Miles/ C. Bytheway	0.25	
	8:45 AM	9:15 AM	History of VA/VE / SAVE & Affiliates	0.50	
	9:15 AM	9:45 AM	VA/VE Definitions	0.50	
	9:45 AM	10:00 AM	VA/VE Leader & Team Roles	0.25	
	10:00 AM	10:15 AM	BREAK	0.00	
			<u>VA/VE Principles</u>		
	10:15 AM	10:30 AM	VA/VE Strategy & Applications	0.25	
	10:30 AM	10:45 AM	VA/VE Methodology & Logic	0.25	
	10:45 AM	11:45 AM	VA/VE Job Plan	1.00	
	11:45 AM	12:00 PM	VA/VE Team Dynamics	0.25	
	12:00 PM	12:30 PM	LUNCH BREAK		
			<u>Pre-Workshop Stage - Preparation</u>		
	12:30 PM	12:45 PM	Job Plan Structure	0.25	
	12:45 PM	1:00 PM	Logistics (Timing, Location, Agenda)	0.25	
	1:00 PM	1:15 PM	Study Team (Skills, Roles, Relationship)	0.25	
	1:15 PM	1:30 PM	Data Preparation (Costs, Prints, Specs, etc.)	0.25	
	1:30 PM	2:45 PM	Conduct Pre-meeting Exercise	1.25	
	2:45 PM	3:00 PM	BREAK	0.00	
			<u>Workshop Stage - Information Phase</u>		
	3:00 PM	3:45 PM	Cost Analysis (Breakdowns, Paretos, LCC)	0.75	
	3:45 PM	5:00 PM	Information Phase Exercise	1.25	
			Total	8.00	
	2			<u>Workshop Stage - Function Phase</u>	
		8:00 AM	9:15 AM	Function ID & Listing	1.25
		9:15 AM	10:15 AM	Function ID & Listing Exercise	1.00
		10:15 AM	10:30 AM	BREAK	0.00
		10:30 AM	12:15 PM	FAST Diagram	1.75
		12:15 PM	12:45 PM	LUNCH BREAK	0.00
12:45 PM		3:00 PM	FAST Diagram	2.25	
3:00 PM		3:15 PM	BREAK	0.00	
3:15 PM		5:00 PM	FAST Diagram Exercise	1.75	
		Total	8.00		



Day	Time		Agenda Subject / Title	Total Hours
3			<u>Workshop Stage - Function Phase (cont.)</u>	
	8:00 AM	10:15 AM	Cost-Function Worksheet	2.25
	10:15 AM	10:30 AM	BREAK	0.00
	10:30 AM	12:00 PM	Cost Function Worksheet Exercise	1.50
	12:00 PM	12:30 PM	LUNCH BREAK	0.00
	12:30 PM	1:00 PM	FAST Diagram completion	0.50
	1:00 PM	1:30 PM	FAST Diagram completion Exercise	0.50
			<u>Workshop Stage - Creativity Phase</u>	0.00
	1:30 PM	2:30 PM	Creativity Principles	1.00
	2:30 PM	2:45 PM	BREAK	0.00
	2:45 PM	3:15 PM	Brainstorming Techniques	0.50
	3:15 PM	5:00 PM	Brainstorming Exercise	1.75
			Total	8.00
4			<u>Workshop Stage - Evaluation Phase</u>	0.00
	8:00 AM	9:00 AM	Idea Evaluation	1.00
	9:00 AM	10:30 AM	Idea Evaluation Exercise	1.50
	10:30 AM	10:45 AM	BREAK	0.00
	10:45 AM	11:15 AM	T-Charting	0.50
	11:15 AM	12:15 PM	T-Charting Exercise	1.00
	12:15 PM	12:45 PM	LUNCH BREAK	0.00
	12:45 PM	2:30 PM	T-Charting Exercise (cont.)	1.75
	2:30 PM	2:45 PM	BREAK	0.00
	2:45 PM	3:15 PM	Proposal Selection	0.50
	3:15 PM	5:00 PM	Proposal Selection Exercise	1.75
			Total	8.00
5			<u>Workshop Stage - Development Phase</u>	
	8:00 AM	8:30 AM	Project Development/Planning	0.50
	8:30 AM	10:00 AM	Project Development/Planning Exercise	1.50
	10:00 AM	10:15 AM	BREAK	0.00
			<u>Workshop Stage - Presentation Phase</u>	0.00
	10:15 AM	11:45 AM	Management Report	1.50
	11:45 AM	12:15 PM	LUNCH BREAK	0.00
			<u>Post-Workshop Stage - Implementation</u>	0.00
	12:15 PM	12:45 PM	Follow-up activities (Report, Lessons Learned, Meetings, etc.)	0.50
	12:45 PM	2:45 PM	Follow-up activities Exercise	2.00
	2:45 PM	3:00 PM	BREAK	0.00
	3:00 PM	5:00 PM	VA/VE Leader Review & Forum and Q&A	2.00
			Total	8.00
			Total 5 Days	40.00