


Workshop Logistics




WORKSHOP LOGISTICS

**Practical Cost-Estimating and Validation
Lessons-Learned Workshop**






I ntroductions



- Discussion Leaders/Facilitators
- Who are You?



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Discussion Leader/Facilitator Notes: Have large, blank poster pages available. Write down class expectations regarding this workshop. During the workshop, refer to these expectations as they arise.

- Discussion Leaders/Facilitators
 - Background
 - Experience/specialty
 - Current position
- Who Are You?
 - Participant's name
 - Where from
 - Current position
 - Expectations for this workshop



Workshop Operations




- **Discussion leaders will review concepts.**
- **Discussion leaders will walk the group through real-life DOE examples.**
- **You will note discussion points and lessons learned for further exploration.**
- **The group will discuss results, lessons learned, and innovative ideas.**


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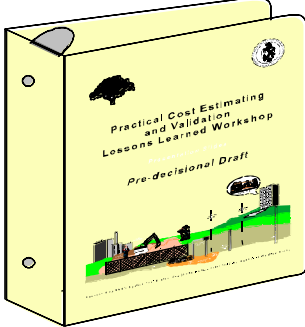
- The discussion leaders will review the basic concepts relevant to each example to be presented.
- Discussion leaders with expertise in selected, illustrative subelements of real-life DOE examples will walk the entire group through the subelement examples, drawing heavily from real projects and conveying lessons learned based on their experience.
- Discussion leaders will describe what attendees are seeking, why it is important, etc. Attendees will be working from a completed copy of the example that shows how the "right" answer was obtained.
- If you would like to discuss some points further or want to share lessons learned from your experience, note these in the space provided on each notebook page as concepts are being reviewed or examples are being worked through.
- The group will then, in open forum, discuss results of the example problem and related issues of interest and share lessons learned. Attendees, discussion leaders, and facilitators may be able to identify specific cost-reduction proposal processes in these discussions.
- Consensus will be reached on lessons learned to be documented for later publication and distribution by the ACE Team.

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Instructional Materials





Workshop Notebook

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Workshop Materials

Notebook, Practical Cost-Estimating and Validation Lessons-Learned Workshop

- An overview of principles and practices used in cost estimating and validation
- An in-depth examination of cost-estimating methods and techniques using examples and exercises
- A notebook that is yours to keep at the end of the workshop

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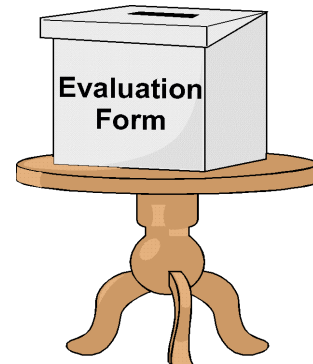


Evaluation Form



An evaluation form is included.

- **Evaluate each discussion section as completed.**
- **Turn in the form at the end of the workshop.**
- **Your comments are needed.**



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- Turn in the evaluation form at the end of the workshop.
- We need your comments to improve the content and ensure the success of future workshops.

Workshop Logistics



Facility Logistics



- **Fire escape and collection points**
- **Restrooms**
- **Scheduled breaks and lunches**
- **Location of message board and phones**