Appendix B
Sample Project List

Computer-Based and Multimedia
- Multimedia course to train automobile technicians to troubleshoot electronic problems
- Computer-based training program to train a variety of audiences to gather and use quality control data
- Self-study curriculum for financial analysts and accountants to train them to use a worldwide financial reporting system
- Self-study and computer interactive training program to train a variety of office personnel to use a sophisticated computer communications service

Sales
- Workshop to train several levels of resellers to sell data communications products
- Mediated course to train dealers to sell a complete peripherals product line
- Marketing guides for high-technology sales representatives
- Workshop to train resellers to sell a network operating system
- Workshop to train members of several sales channels to sell a line of network products
- Series of courses to train platform officers and branch managers to sell a new investment product
Appendix B: Sample Project List

**Computer Applications**
- Workshop training course to train third-party support personnel to effectively support OS/2
- Self-study curriculum to train accountants and bookkeepers to use a commercial accounting system
- Comprehensive documentation system to train office manager and office staff to set up, use, and maintain a pervasive computerized medical management system

**Technical**
- Workshop to train customer MIS personnel to plan and design complex networks
- Hands-on course to train customer engineers to install, configure, verify, and problem identify network products using standard tools
- Training study and curriculum plan to train field engineers to repair computer peripheral products
- Corporate-wide needs analysis and curriculum design for the technical training of telecommunications sales, support, and customer personnel
Appendix C

Sample Agreements

Fixed-Price Design and Development Agreement

1. SCOPE OF WORK AND SCHEDULE
Design, develop, and produce self-paced training course to train customer feedback analysts, customer feedback representatives, and process owners to enter information and analyze reports produced by, or within, CRACKS. This course will be separated into three parts and take up to five hours for students to complete.

Materials for this course will include a tutorial and mastery test of up to 120 (8.5 inches x 6.75 inches) pages, 15 simple illustrations or flow charts, and a data file with sample data.

FCA will provide Future Technologies with camera-ready copies of any screens required.

Should FCA fail to meet, or cause Future Technologies to fail to meet, the timeframes on this schedule, Future Technologies may alter the dates for completing remaining milestones based upon the availability of its resources at that time.
2. SECURITY INTEREST
   Future Technologies retains a security interest in all such items until the purchase price has been paid in full.

3. PAYMENT
   Future Technologies will be paid $25,000 according to the following payment schedule:
   - Project startup 25%
   - Delivery of design 15%
   - Approval of design 15%
   - Delivery of drafts 15%
   - Approval of drafts 15%
   - Delivery of produced masters 15%

4. PROJECT REVIEW POINTS
   The FCA representative having authority to approve and sign off on all review and authorization points in this project shall be Tom Harris.
   FCA shall expeditiously review material submitted at each review point by Future Technologies. Any costs associated with FCA changes subsequent to FCA written approval of a particular review point shall be borne by FCA.

5. SALES AND USE TAXES
   FCA shall be responsible for and will pay all applicable sales and use taxes directly to Future Technologies. FCA will also pay any additional taxes upon submission of a bill from appropriate tax authorities.

6. FCA SHALL AID THE PROGRAM DEVELOPMENT ACTIVITIES
   The FCA shall aid the program’s development activities by completing the following:
   a. Providing reasonable and timely access to all facilities, equipment, and people for purposes of research and review.
   b. Providing correct and timely information to include course outlines and manuals relevant to the subject matter of the program.
c. Assigning a project manager to coordinate the gathering of information and review of materials.

d. Providing subject matter experts and representatives of the target audience as required for information gathering, review, and testing.

e. Reviewing materials in a timely manner.

f. Providing four to eight personnel who meet the course entry requirements and facilities for testing of the training program.

g. Adhering to the schedule identified in the proposal or any mutually agreeable revised schedule with respect to reviewing and approving major review points and supplying of any required materials.

7. REIMBURSED EXPENSES

FCA shall reimburse Future Technologies for the following expenses in connection with this project:

a. Travel expenses to include airfare, local transportation, lodging, and meals

b. Telephone expenditures

c. Postage, copying, and freight/shipping expenses.

8. DELAYS

Future Technologies shall not be liable for delays caused by FCA. Neither Future Technologies nor FCA shall be liable for delays in delivery or failure to produce due to actions beyond their control including, but not limited to, fires, floods, earthquakes, strikes, or civil disturbances.

9. DEMONSTRATION COPIES

Future Technologies shall be provided with two (2) complete reproduced copies of all deliverables under this agreement.

10. RIGHT TO USE COPIES

Future Technologies shall be allowed to use nonconfidential portions of demonstration copies for internal applications, capabilities demonstrations, and sales promotion purposes upon written approval by FCA.
11. INITIAL SCHEDULE

FT create design document 4/27 – 5/5
FCA review of design document 5/6 – 5/10
FCA/FT review of design document 5/11
FT revise design document 5/12
FCA approve design document 5/13
FT develop drafts 5/14 – 6/10
FCA review of drafts 6/11 – 6/16
FCA/FT review of drafts 6/17
FT revise drafts 6/18 – 6/22
FCA approval of drafts 6/23
FCA/FT pilot test and approval of results 6/26
FT produce masters of materials 6/29 – 7/13

ACCEPTED BY:

FCA
Name: Mr. Tom Harris
Signature: __________________________
Title: Senior Partner
Date: __________________________

Future Technologies
Dr. Joel Gendelman

Signature: __________________________
Appendix C: Sample Agreements

Time and Materials Design and Development Agreement

1. SERVICES
   Future Technologies will provide FCA with training consulting services on the design and development of training for project Horizon.

2. PAYMENT
   Future Technologies’ fee structure is as follows:
   - Senior Staff Member $100 per hour
   - Instructional Designer/Production Assistant $75 per hour
   - Clerical Support $35 per hour
   - Outside Buys Cost plus 15%

   Moderate travel on full working days will not be charged. Travel on non-full working days will be charged at 50%.

   Copying, long distance communication, travel, mileage, and shipping charges will be billed separately.

   Future Technologies will submit biweekly invoices identifying the days worked and expenses incurred. FCA will promptly pay Future Technologies within 15 days of receipt.

   Future Technologies will require a retainer of $1,500 to begin this project.

3. CLIENT RESPONSIBILITIES
   FCA will provide Future Technologies with written information, verbal information, and equipment, as it is required for successful performance of this project.

4. LOCATION
   The services covered under this agreement will be performed at Future Technologies in Littleton, Colorado.

5. DURATION
   This agreement shall last until modified or canceled in writing.

6. CONFIDENTIALITY
   Future Technologies agrees and promises that the subject matter of its services provided to FCA shall be held to be confidential and to not disclose such information to any third party.
7. DEMONSTRATION COPIES
   FCA shall provide Future Technologies with two (2) complete reproduced copies of all materials developed under this agreement.

8. DEMONSTRATION RIGHTS
   FCA gives Future Technologies permission to use nonconfidential portions of such copies for internal applications, capabilities demonstrations, and sales presentations.

9. TAXES
   FCA will be responsible for all applicable sales and use taxes and pay any additional taxes when presented with notification from appropriate taxation authorities.

10. ARBITRATION
    Any dispute or controversy arising under or in connection with this agreement shall be settled exclusively by arbitration in Littleton, Colorado, in accordance with the rules of the American Arbitration Association then in effect. Judgment may be entered on the arbitrator’s award in any court having jurisdiction. FCA agrees to pay all costs for such arbitration as well as any attorney fees and costs incurred in enforcing this agreement.

    Name: Mr. Tom Harris          Dr. Joel Gendelman
    Signature: ____________________  ____________________
    Title: Senior Partner          ____________________
    Date: ____________________      ____________________
Workshop Agreement

1. SCOPE OF WORK AND SCHEDULE
   Future Technologies will present two two-hour workshops, Dullbusters: Building Excitement With Activity-Based Training, on March 24, 2009. These workshops will be presented by Dr. Joel Gendelman.

2. COPYRIGHT
   All materials are copyrighted by Future Technologies. BUYER personnel may use those copies provided to them by Future Technologies. Additional copies or the right to make additional copies must be negotiated separately with Future Technologies.

3. PAYMENT
   BUYER agrees to pay Future Technologies $5,000.

4. EXPENSES
   BUYER will arrange and pay for all travel arrangements including airfare, food, lodging, and transportation. BUYER will reimburse Future Technologies for incidental travel expenses (e.g., snacks, airport parking) of up to $50. BUYER will reproduce, or pay for, the reproduction of all handouts. BUYER shall pay:
   - $2,500 as a nonrefundable deposit, upon signing this agreement
   - $2,500 the day of the workshop
   - Reimbursement of travel expenses within 15 days of the workshop

5. RESCHEDULING
   BUYER may reschedule this workshop to a mutually convenient time with written notice 14 days in advance.

ACCEPTED BY:

BUYER
Name: Ms. Jill Thorton
Title: National Training Director
Date: ____________________

Future Technologies
Dr. Joel Gendelman
Signature: ____________________
Title: ____________________
Date: ____________________