

Exhibit A

Task Number	Task Name	Product(s)	Planned Start Date	Due Date
1.1	Attend Kick-off Meeting		1/3/2011	2/1/2011
		Updated Schedule of Products (no draft)	1/3/2011	1/17/2011
		Updated List of Match Funds (no draft)	1/3/2011	1/17/2011
		Updated List of Permits (no draft)	1/3/2011	1/17/2011
		Kick-Off Meeting Agenda (CEC)	1/3/2011	1/17/2011
		Develop Project Advisory Committee	1/3/2011	2/1/2011
1.2	Critical Project Review Meetings		1/3/2011	1/17/2011
		CPR Report (no draft)	1/3/2011	1/17/2011
		Agenda and a list of expected participants (CEC) (no draft)	1/3/2011	1/17/2011
		DOE correspondence and reporting (no draft)	1/3/2011	1/17/2011
		Schedule for written determination (CEC) (no draft)	1/3/2011	1/17/2011
		Written determination (CEC)	1/3/2011	1/17/2011
1.3	Final Meeting		8/1/2012	10/31/2012
		Written documentation of meeting agreements (no draft)	8/31/2012	10/31/2012
		Schedule for completing closeout activities (no draft)	8/31/2012	10/31/2012
		DOE correspondence on project findings and results	8/31/2012	10/31/2012
1.4	Monthly Progress Reports		2/3/2011	2/3/2012
		Monthly Progress Reports	Upon full execution of agreement	Within 10 days of the completion of the Month during the approved term of this agreement
1.5	Final Report		4/2/2012	8/1/2012
		Draft Final Report, including a copy of the draft report submitted to DOE	4/2/2012	5/1/2012
		Final Report, including a copy of the final report submitted to DOE	5/2/2012	5/31/2012
		Written correspondence from DOE regarding acceptance of final report	7/2/2012	8/1/2012
1.6	Identify and Obtain Match Funds		1/3/2011	1/17/2011
		A letter regarding match funds or stating that no match funds are provided (no draft)	1/3/2011	1/17/2011
		Copy(ies) of each match fund commitment letter(s) (if applicable) (no draft)	1/3/2011	1/17/2011
		Letter(s) for new match funds (if applicable) (no draft)	N/A	Within 10 days of identifying new match funds
		Letter that match funds were reduced (if applicable) (no draft)	N/A	Within 10 days of identifying new match funds

Exhibit A

1.7 Identify and Obtain Required Permits	Letter documenting the permits or stating that no permits are required (no draft)	1/3/2011	1/17/2011
		1/3/2011	1/17/2011
	A copy of each approved permit (if applicable) (no draft)	N/A	Within 10 days of receiving each permit
	Updated list of permits as they change during the term of the Agreement (if applicable) (no draft)	N/A	Within 10 days of change in list of permits
	Updated schedule for acquiring permits as changes occur during the term of the Agreement (if applicable) (no draft)	N/A	Within 10 days of change in schedule for obtaining permits
1.8 Establish the PAC		1/3/2011	2/15/2011
	Draft List of PAC Members	1/3/2011	1/17/2011
	Final List of PAC Members	1/17/2011	2/1/2011
	Letters of acceptance, or other comparable documentation of commitment for each PAC Member	1/17/2011	2/15/2011
1.9 Conduct PAC Meetings			
	Draft PAC Meeting Schedule	1/3/2011	1/17/2011
	Final PAC Meeting Schedule	1/17/2011	2/1/2011
	PAC Meeting Agenda(s) with Back-up Materials for Agenda Items	2/1/2011	8/1/2012
	Written PAC meeting summaries, including recommended resolution of major PAC issues	2/1/2011	8/1/2012
2 Curriculum for Commissioning Energy Efficient Buildings			
2.1 Develop Integration Plan		8/3/2010	12/17/2010
	Draft Curriculum Outline	8/3/2010	1/3/2011
	Final Curriculum Outline	9/1/2010	1/3/2011
	Draft Integration Plan	11/2/2010	1/3/2011
	Final Integration Plan	12/1/2010	1/3/2011
2.2 Curricula Deficiency/Development Needs Analysis		8/3/2010	10/1/2010
	Draft Curricula Deficiency/Developmental Needs Analysis Report	8/3/2010	1/3/2011
	Final Curricula Deficiency/Developmental Needs Analysis Report	9/1/2010	1/3/2011
	Copy of PowerPoint Presentation of Integration Plan and Curricula Deficiency/Developmental Needs Analysis (no draft)	12/3/2010	1/3/2011
2.3 Curriculum Development Plan		1/3/2011	2/16/2011
	Training Module Specification (no draft)	1/3/2011	2/1/2011

Exhibit A

	Draft Curriculum Development Plan	2/2/2011	2/16/2011
	Final Curriculum Development Plan	2/2/2011	2/16/2011
2.4	Consolidated Training Materials	2/16/2011	4/2/2012
	Detailed Lesson Plan for each module	2/16/2011	4/4/2011
	Consolidated Training Materials for each module	8/3/2011	4/2/2012
2.5	Certification/Accreditation Plan	1/3/2011	6/6/2011
	Draft Certification/Accreditation Plan	1/3/2011	4/4/2011
	Final Certification/Accreditation Plan	1/3/2011	4/4/2011
	Documentation showing that AIA Learning Units certification has been achieved for each training module	4/4/2011	6/6/2011
2.6	Commercialization and Sustainability Plan	5/5/2011	2/1/2012
	Draft Commercialization and Sustainability Plan Report	5/5/2011	1/2/2012
	Final Commercialization and Sustainability Plan Report	5/5/2011	1/2/2012
	Copy of PowerPoint Presentation on Commercialization and Sustainability Plan (no draft)	1/3/2012	2/1/2012