

**Exhibit A
SCOPE OF WORK**

TECHNICAL TASK LIST

Task #	CPR	Task Name
1	N/A	Administration
2.0		Curriculum for Commissioning Energy-Efficient Buildings
2.1		Integration Plan
2.2	X	Curricula Deficiency/Developmental Needs Analysis
2.3		Curriculum Development Plan
2.4		Consolidated Training Materials
2.5		Certification/Accreditation Plan
2.6		Commercialization and Sustainability Plan

KEY NAME LIST

Task #	Key Personnel	Key Subcontractor(s)	Key Partner(s)
1	Ruth G. "Tudi" Haasl – PECl Liz Fischer – PECl		
2	Ruth G. "Tudi" Haasl – PECl Liz Fischer – PECl Lia Webster – PECl Travis Purser – PECl Dave Moser – PECl Reid Hart – PECl		

GLOSSARY

Specific terms and acronyms used throughout this scope of work are defined as follows:

Term/ Acronym	Definition
AIA	American Institute of Architects
BCA	Building Commissioning Association
CPM	Commission Project Manager
CPR	Critical Project Review
DOE	Department of Energy
Energy Commission	California Energy Commission
PAC	Project Advisory Committee
PECl	Portland Energy Conservation, Inc.
PIER	Public Interest Energy Research
RD&D	Research, Development and Demonstration

Problem Statement:

The demand for high performance energy-efficient buildings is increasing with the enactment of aggressive climate change and economic recovery policies and initiatives. Commissioning

for new and existing buildings – and the professionals who provide commissioning services – will play a critical role in achieving the goals of these initiatives. Applying sound commissioning practices will ensure the combination of efficient operations and advanced designs that will reduce energy use and improve the comfort, safety and environmental impact of commercial buildings in California and beyond.

Commissioning professionals require a unique combination of engineering, design fundamentals, and building operations knowledge that is not easily acquired. . However, there is currently no clear educational path or comprehensive training option for a career in commissioning. Currently, the Commissioning Agent workforce consists of a small class of senior practitioners, few experienced practitioners at mid-career, and many new entrants to the field. Demand for commissioning services is growing exponentially, and training programs are needed to increase the number and capacity of professionals able to deliver detailed energy audits and building commissioning services to the public and private sector

Goals of the Agreement:

The goal of this Agreement is to establish a technically-sound and widely-available curriculum and training program for commissioning professionals. The curriculum and training program will help commissioning professionals acquire advanced skills related to:

- Providing guidance and oversight with regard to energy efficiency measure implementation
- Identifying opportunities for energy efficiency and operational improvements through auditing, testing, and diagnostics
- Providing guidance for correction of design issues in new high efficiency systems
- Verifying and monitoring system performance to ensure that energy performance persists

The curriculum will be deployed in a nation-wide training program.

Objectives of the Agreement:

The objectives of this Agreement are to:

- Develop a curriculum and training program to teach building commissioning for energy-efficient buildings
- Produce training materials for the curriculum and training program
- Develop a Certification/Accreditation Plan to ensure credibility and quality assurance for the curriculum and training program
- Create a deployment and sustainability plan for sustaining the program after contract closure
- Evaluate and report success indicators at the end of the project

Product Guidelines:

For complete product guidelines, refer to Section 5 in the Terms and Conditions.

TASK 1 ADMINISTRATION

Task 1.1 Attend Kick-off Meeting

The goal of this task is to establish the lines of communication and procedures for implementing this Agreement.

The Recipient shall:

- Attend a “Kick-Off” meeting with the Commission Project Manager, the Grants Officer, and a representative of the Accounting Office. The Recipient shall bring its Project Manager, Agreement Administrator, Accounting Officer, and others designated by the Commission Project Manager to this meeting. The administrative and technical aspects of this Agreement will be discussed at the meeting. Prior to the kick-off meeting, the Commission Project Manager will provide an agenda to all potential meeting participants.

The administrative portion of the meeting shall include, but not be limited to, the following:

- Discussion of the terms and conditions of the Agreement
- Discussion of Critical Project Review (Task 1.2)
- Match fund documentation (Task 1.6)
- Permit documentation (Task 1.7)

The technical portion of the meeting shall include, but not be limited to, the following:

- The Commission Project Manager's expectations for accomplishing tasks described in the Scope of Work
- An updated Schedule of Products
- Discussion of Progress Reports (Task 1.4)
- Discussion of Technical Products (Product Guidelines located in Section 5 of the Terms and Conditions)
- Discussion of the Final Report (Task 1.5)

The Commission Project Manager shall designate the date and location of this meeting.

Recipient Products:

- Updated Schedule of Products (no draft)
- Updated List of Match Funds (no draft)
- Updated List of Permits (no draft)

Commission Project Manager Product:

- Kick-Off Meeting Agenda (no draft)

Task 1.2 Critical Project Review (CPR) Meetings

The goal of this task is to determine if the project should continue to receive Energy Commission funding to complete this Agreement and to identify any needed modifications to the tasks, products, schedule or budget.

CPRs provide the opportunity for frank discussions between the Energy Commission and the Recipient. CPRs generally take place at key, predetermined points in the Agreement, as determined by the Commission Project Manager and as shown in the Technical Task List above. However, the Commission Project Manager may schedule additional CPRs as necessary, and any additional costs will be borne by the Recipient.

Participants include the Commission Project Manager and the Recipient and may include the Commission Grants Officer, the PIER Program Team Lead, other Energy Commission staff and Management as well as other individuals selected by the Commission Project Manager to provide support to the Energy Commission.

If Department of Energy (DOE) is conducting similar meetings, the Recipient shall notify and invite the Commission project manager to participate, either by teleconference or by actual meeting attendance. The DOE required meetings can be used in place of the Commission's CPR meetings, at the discretion of the Commission project manager.

The Commission Project Manager shall:

- Determine the location, date, and time of each CPR meeting with the Recipient. These meetings generally take place at the Energy Commission, but they may take place at another location.
- Send the Recipient the agenda and a list of expected participants in advance of each CPR. If applicable, the agenda shall include a discussion on both match funding and permits.
- Conduct and make a record of each CPR meeting. One of the outcomes of this meeting will be a schedule for providing the written determination described below.
- Determine whether to continue the project, and if continuing, whether or not modifications are needed to the tasks, schedule, products, and/or budget for the remainder of the Agreement. Modifications to the Agreement may require a formal amendment (please see the Terms and Conditions). If the Commission Project Manager concludes that satisfactory progress is not being made, this conclusion will be referred to the Energy Commission's Research, Development and Demonstration (RD&D) Policy Committee for its concurrence.
- Provide the Recipient with a written determination in accordance with the schedule. The written response may include a requirement for the Recipient to revise one or more product(s) that were included in the CPR.

The Recipient shall:

- Prepare a CPR Report for each CPR that discusses the progress of the Agreement toward achieving its goals and objectives. This report shall include recommendations and conclusions regarding continued work of

- Present the required information at each CPR meeting and participate in a discussion about the Agreement.
- Recipient will provide copies of any DOE correspondence (emails, reports, letters, etc.) that relate to the project status. This includes copies of project performance reviews on Recipient work and summaries and results of project review meetings with DOE.

Commission Project Manager Products:

- Agenda and a list of expected participants (no draft)
- Schedule for written determination (no draft)
- Written determination (no draft)

Recipient Product:

- CPR Report(s) (no draft)
- DOE correspondence and reporting (no draft)

Task 1.3 Final Meeting

The goal of this task is to closeout this Agreement. If DOE is conducting a similar final meeting, the Recipient shall notify and invite the Commission project manager to participate, either by teleconference or by actual meeting attendance. The DOE required meeting can be used in place of the Commission's final meeting, at the discretion of the Commission project manager. However, all items listed in this task will need to be covered in the meeting.

The Recipient shall:

- Meet with Energy Commission staff to present the findings, conclusions, and recommendations. The final meeting must be completed during the closeout of this Agreement.

This meeting will be attended by, at a minimum, the Recipient, the Commission Grants Office Officer, and the Commission Project Manager. The technical and administrative aspects of Agreement closeout will be discussed at the meeting, which may be two separate meetings at the discretion of the Commission Project Manager.

The technical portion of the meeting shall present an assessment of the degree to which project and task goals and objectives were achieved, findings, conclusions, recommended next steps (if any) for the Agreement, and recommendations for improvements. The Commission Project Manager will determine the appropriate meeting participants.

The administrative portion of the meeting shall be a discussion with the Commission Project Manager and the Grants Officer about the following Agreement closeout items:

- What to do with any equipment purchased with Energy Commission funds (Options)
- Energy Commission's request for specific "generated" data (not already provided in Agreement products)
- Need to document Recipient's disclosure of "subject inventions" developed under the Agreement
- "Surviving" Agreement provisions, such as repayment provisions and confidential Products
- Final invoicing and release of retention
- Prepare a schedule for completing the closeout activities for this Agreement.
- Copies of all correspondence and reports discussing DOE's findings on the project, and future disposition of the project, if applicable. When directed by the Commission project manager, recipient will provide copies of any DOE correspondence (emails, reports, letters, etc.) that relate to project performance.

Recipient Products:

- Written documentation of meeting agreements (no draft)
- Schedule for completing closeout activities (no draft)
- DOE correspondence on project findings and results (no draft)

Task 1.4 Monthly Progress Reports

The goal of this task is to periodically verify that satisfactory and continued progress is made towards achieving the research objectives of this Agreement on time and within budget.

The objectives of this task are to summarize activities performed during the reporting period, to identify activities planned for the next reporting period, to identify issues that may affect performance and expenditures, and to form the basis for determining whether invoices are consistent with work performed.

With Commission project manager approval, the Recipient can submit a DOE Progress Report in lieu of the required Commission report if contains the information listed in Attachment 1 of the Terms and Conditions.

The Recipient shall:

- Prepare Monthly Progress Report which summarize all Agreement activities conducted by the Recipient for the reporting period, including an assessment of the ability to complete the Agreement within the current budget and any anticipated cost overruns. Each progress report is due to the Commission Project Manager within 10 days of the end of the reporting period. The

recommended specifications for each progress report are contained in Exhibit A, Attachment A-2.

Recipient Product:

- Monthly Progress Reports (no draft)
- Copies of DOE reporting and meeting summaries (no draft)

Task 1.5 Final Report

The goal of the Final Report is to assess the project's success in achieving its goals and objectives, advancing science and technology, and providing energy-related and other benefits to California.

The final report shall describe the following at a minimum: a) original purpose, approach, activities performed, results and conclusions of the work done under this Agreement; b) how the project advanced science and technology to the benefit of California's ratepayers and the barriers overcome; c) assessment of the success of the project as measured by the degree to which goals and objectives were achieved; d) how the project supported California's economic recovery in the near term and number of jobs created or sustained; e) how the project results will be used by California industry, markets and others; f) projected cost reduction impact and other benefits resulting from the project; g) discuss the project budget, including the total project cost and all the funding partners and their cost share; h) discuss how the Energy Commission funding was spent on the project, including any unique products and benefits; i) observations, conclusions and recommendations for further RD&D projects and improvements to the PIER project management process.

If a final report is required by DOE, the Recipient will include a copy of it along with the Energy Commission's final report requirements. In addition, the Recipient shall submit the draft final DOE report to the Energy Commission for review at the same time it submits it to DOE.

The Final Report shall be a public document. If the Recipient has obtained confidential status from the Energy Commission and will be preparing a confidential version of the Final Report as well, the Recipient shall perform the following activities for both the public and confidential versions of the Final Report.

The Recipient shall:

- Provide a draft copy of the Final Report including a copy of the draft submitted to the U.S. DOE in response to the American Recovery and Reinvestment Act Funding Opportunity Notice for which an award was received. The Final Report must be completed on or before the end of the Agreement Term.

- Submit written correspondence from DOE regarding acceptance of the final report.

Products:

- Draft Final Report, including a copy of the draft report submitted to DOE
- Final Report, including a copy of the final report submitted to DOE
- Written correspondence from DOE regarding acceptance of final report (no draft)

Task 1.6 Identify and Obtain Matching Funds

The goal of this task is to ensure that the match funds planned for this Agreement are obtained for and applied to this Agreement during the term of this Agreement.

The costs to obtain and document match fund commitments are not reimbursable through this Agreement. Although the PIER budget for this task will be zero dollars, the Recipient may utilize match funds for this task. Match funds shall be spent concurrently or in advance of PIER funds for each task during the term of this Agreement. Match funds must be identified in writing and the associated commitments obtained before the Recipient can incur any costs for which the Recipient will request reimbursement.

The Recipient shall:

- Prepare a letter documenting the match funding committed to this Agreement and submit it to the Commission Project Manager at least 2 working days prior to the kick-off meeting. The letter needs to identify the following at a minimum:
 - Amount of each cash match fund, its source, including a contact name, address and telephone number and the task(s) to which the match funds will be applied.
 - Amount of each in-kind contribution, a description, documented market or book value, and its source, including a contact name, address and telephone number and the task(s) to which the match funds will be applied. If the in-kind contribution is equipment or other tangible or real property, the Recipient shall identify its owner and provide a contact name, address and telephone number, and the address where the property is located.
- Provide a copy of the letter of commitment from an authorized representative of each source of cash match funding or in-kind contributions that these funds or contributions have been secured.
- Discuss match funds and the implications to the Agreement if they are reduced or not obtained as committed, at the kick-off meeting. If applicable, match funds will be included as a line item in the progress reports and will be a topic at CPR meetings.
- Provide the appropriate information to the Commission Project Manager if during the course of the Agreement additional match funds are received.

- Notify the Commission Project Manager within 10 days if during the course of the Agreement existing match funds are reduced. Reduction in match funds must be approved through a formal amendment to the Agreement and may trigger an additional CPR.

Products:

- A letter regarding match funds (no draft)
- Copy(ies) of each match fund commitment letter(s) (no draft)
- Letter(s) for new match funds (if applicable) (no draft)
- Letter that match funds were reduced (if applicable) (no draft)

Task 1.7 Identify and Obtain Required Permits

The goal of this task is to obtain all permits required for work completed under this Agreement in advance of the date they are needed to keep the Agreement schedule on track.

Permit costs and the expenses associated with obtaining permits are not reimbursable under this Agreement. Although the PIER budget for this task will be zero dollars, the Recipient shall budget match funds for any expected expenditures associated with obtaining permits. Permits must be identified in writing and obtained before the Recipient can make any expenditures for which a permit is required.

The Recipient shall:

- Prepare a letter documenting the permits required to conduct this Agreement and submit it to the Commission Project Manager at least 2 working days prior to the kick-off meeting. If there are no permits required at the start of this Agreement, then state such in the letter. If it is known at the beginning of the Agreement that permits will be required during the course of the Agreement, provide in the letter:
 - A list of the permits that identifies the:
 - Type of permit
 - Name, address and telephone number of the permitting jurisdictions or lead agencies
 - The schedule the Recipient will follow in applying for and obtaining these permits.
- Discuss the list of permits and the schedule for obtaining them at the kick-off meeting and develop a timetable for submitting the updated list, schedule and the copies of the permits. The implications to the Agreement if the permits are not obtained in a timely fashion or are denied will also be discussed. If applicable, permits will be included as a line item in the Progress Reports and will be a topic at CPR meetings.
- If during the course of the Agreement additional permits become necessary, provide the appropriate information on each permit and an updated schedule to the Commission Project Manager.
- As permits are obtained, send a copy of each approved permit to the Commission Project Manager.

- If during the course of the Agreement permits are not obtained on time or are denied, notify the Commission Project Manager within 5 working days. Either of these events may trigger an additional CPR.

Recipient Products:

- Letter documenting the permits or stating that no permits are required (no draft)
- A copy of each approved permit (if applicable) (no draft)
- Updated list of permits as they change during the term of the Agreement (if applicable) (no draft)
- Updated schedule for acquiring permits as changes occur during the term of the Agreement (if applicable) (no draft)

Project Advisory Committee (PAC)

Task 1.8 Establish the PAC

The goal of this task is to create an advisory committee for this Agreement.

The PAC shall be composed of diverse professionals. The number can vary depending on potential interest and time availability. The Recipient’s Project Manager and the Commission Project Manager shall act as co-chairs of the PAC. The exact composition of the PAC may change as the need warrants. PAC members serve at the discretion of the Commission Project Manager.

The PAC may be composed of, but is not limited to, qualified professionals spanning the following types of disciplines:

- Researchers knowledgeable about the project subject matter.
- Members of the trades who will apply the results of the project (for example, designers, engineers, architects, contractors, and trade representatives).
- Public Interest Market Transformation Implementers.
- Product Developers relevant to project subject matter.
- U.S. Department of Energy Research Manager.
- Public Interest Environmental Groups.
- Utility Representatives.
- Members of the relevant technical society committees.

The purpose of the PAC is to:

- Provide guidance in research direction. The guidance may include scope of research; research methodologies; timing; coordination with other research. The guidance may be based on:
 - Technical area expertise
 - Knowledge of market applications
 - Links between the agreement work and other past, present or future research (both public and private sectors) they are aware of

in a particular area

- Review products. Provide specific suggestions and recommendations for needed adjustments, refinements, or enhancement of the products.
- Evaluate tangible benefits to California of this research and provide recommendations, as needed, to enhance tangible benefits.
- Provide recommendations regarding information dissemination, market pathways or commercialization strategies relevant to the research products.

The Recipient shall:

- Prepare a draft list of potential PAC members that includes name, company, physical and electronic address, and phone number and submit it to the Commission Project Manager at least 2 working days prior to the kick-off meeting. This list will be discussed at the kick-off meeting and a schedule for recruiting members and holding the first PAC meeting will be developed.
- Recruit PAC members and ensure that each individual understands the member obligations described above, as well as the meeting schedule outlined in Task 1.9.
- Prepare the final list of PAC members.
- Submit letters of acceptance or other comparable documentation of commitment for each PAC member.

Products:

- Draft List of PAC Members
- Final List of PAC Members
- Letters of acceptance, or other comparable documentation of commitment for each PAC Member

Task 1.9 Conduct PAC

The goal of this task is for the PAC to provide strategic guidance to this project by participating in regular meetings or teleconferences.

The Recipient shall:

- Discuss the PAC meeting schedule at the kick-off meeting. The number of face-to-face meetings and teleconferences and the location of PAC meetings shall be determined in consultation with the Commission Project Manager. This draft schedule shall be presented to the PAC members during recruiting and finalized at the first PAC meeting.
- Organize and lead PAC meetings in accordance with the schedule. Changes to the schedule must be pre-approved in writing by the Commission Project Manager.
- Prepare PAC meeting agenda(s) with back-up materials for agenda items.
- Prepare PAC meeting summaries, including recommended resolution of major PAC issues.

Products:

- Draft PAC Meeting Schedule
- Final PAC Meeting Schedule
- PAC Meeting Agenda(s) with Back-up Materials for Agenda Items
- Written PAC meeting summaries, including recommended resolution of major PAC issues

TECHNICAL TASKS**TASK 2 CURRICULUM FOR COMMISSIONING ENERGY-EFFICIENT BUILDINGS****Task 2.1 Integration Plan**

The goal of Task 2.1 is to develop an Integration Plan to document key concepts and technical skills that the curriculum will address, and to illustrate the organization and sequencing of subject matter content to meet project objectives. This task will be performed concurrently with Task 2.2.

The Recipient shall:

- Develop a detailed Curriculum Outline that describes the topic areas to be taught and organization and sequencing of topic areas, using results from the Task 2.2 Curricula Deficiency/Developmental Needs Analysis.
- Submit the Curriculum Outline to the PAC and Commission Project Manager for review and feedback.
- Develop detailed synopses for each training module.
- Develop an Integration Plan incorporating Curriculum Outline, PAC/ Commission Project Manager feedback, and detailed training module synopses.

Products:

- Draft Curriculum Outline
- Final Curriculum Outline
- Draft Integration Plan
- Final Integration Plan

Task 2.2 Curricula Deficiency/Developmental Needs Analysis

The goal of Task 2.2 is to conduct a curricula deficiency/developmental needs analysis to articulate the need for training, identify critical gaps in the current curriculum, identify opportunities to leverage existing training approaches and content, and communicate the findings. This task will be performed concurrently with Task 2.1.

The Recipient shall:

- Conduct secondary research to assemble, analyze, and report on workforce development needs and available training.
- Develop a Curricula Deficiency/Developmental Needs Analysis Report. This report will provide a detailed categorization of curricula deficiencies and follow-up activities to include but not be limited to:

- No content or inadequate content available. For topic areas where there is no content available to meet the needs/skill level of the audience, the Recipient and PAC will specify new content to be developed
- Existing internal content. For topic areas where PECE and other partners have existing training materials, the Recipient and PAC will specify the content that can be updated and/or adapted to meet the needs of the curriculum. Examples include the Building Commissioning Association's (BCA) five-day course on new construction commissioning; BCA members' curriculum for past and current training on advanced technical topics; and relevant industry materials such as those developed for California Utilities' Energy Design Resources, PIER program products, and the Federal Energy Management Program's (FEMP) Energy Savings Expert Teams (ESET)
- Existing external content. For topic areas where other entities have developed and own existing training materials, the Recipient and PAC will investigate opportunities to adapt or leverage appropriate content and materials
- Create PowerPoint Presentation of Integration Plan (Task 2.1) and Curricula Deficiency/Developmental Needs Analysis (Task 2.2)
- Participate in CPR meeting as per task 1.2.

Products:

- Draft Curricula Deficiency/Developmental Needs Analysis Report
- Final Curricula Deficiency/Developmental Needs Analysis Report
- Copy of PowerPoint Presentation of Integration Plan and Curricula Deficiency/Developmental Needs Analysis (no draft)

Task 2.3 Curriculum Development Plan

The goal of Task 2.3 is to create a Curriculum Development Plan that guides training module content development and sequencing and certification level requirements. This plan will build on the Integration Plan developed in Task 2.1 and will include specifications for each training module as well as detailed scopes of work and schedules for curriculum developers.

The Recipient shall:

- Develop a detailed description of all training modules and content with requirements for each level of certification, sequencing and duration of training modules, and requirements for testing out of introductory modules.
- Develop a Training Module Specification. The specification will define training formats, learning approaches, and product requirements.
- Develop detailed scopes of work and schedules for content developers including all development tasks and products.
- Create a Curriculum Development Plan. The plan will describe all training modules and content, specifications, scopes of work, and schedules.

Products:

- Training Module Specification (no draft)
- Draft Curriculum Development Plan
- Final Curriculum Development Plan

Task 2.4 Consolidated Training Materials

The goal of Task 2.4 is to develop, update, or adapt content and training materials as described in the Curriculum Development Plan into modules that encompass all subject matter content to be taught.

The Recipient shall:

- Create a Detailed Lesson Plan for each module. Each content developer will produce a detailed lesson plan for each assigned module that clearly outlines the depth and breadth of subject matter content to be taught and the format or combination of formats to be utilized.
- Manage the detailed review of lesson plans for adherence to module specifications and program objectives.
- Submit lesson plans to the PAC and Commission Project Manager for review and feedback.
- Transmit feedback to content developers for incorporation into draft (“alpha”) versions of all training materials for each module.
- Conduct an alpha test of each module with feedback from the PAC. The alpha test will consist of a detailed walk-through of the materials to illustrate the flow and sequence of instruction and activities.
- Incorporate revisions based on alpha test feedback and deliver final training materials.
- Consolidate and format the final training materials with clear, user-friendly layouts and consistent brand identity elements.
- Conduct a beta test of each assigned module to a test class of students, a PECE evaluator, the Commission Project Manager, and one or more PAC members as a final step prior to program deployment.
- Create final Consolidated Training Materials for each module. The curriculum developer shall make final modifications to the training modules based on student and evaluator feedback from the beta test.

Products:

- Detailed Lesson Plan for each module
- Consolidated Training Materials for each module

Task 2.5 Certification / Accreditation Plan

The goal of Task 2.5 is to develop a Certification/Accreditation Plan that establishes credibility and quality assurance for the curriculum and training program.

The Recipient shall:

- Develop a Certification/Accreditation Plan. The plan will include, but not be limited to:

- Program certification levels (e.g. Building Performance Specialist and Energy Commissioning Specialist)
- Procedures for American Institute of Architects (AIA) Learning Units certification
- A plan and timeline for pursuing program accreditation after program launch
- Complete process to achieve AIA Learning Units certification for each training module.
- Submit documentation showing that AIA Learning Units certification has been achieved for each training module

Products:

- Draft Certification/Accreditation Plan
- Final Certification/Accreditation Plan
- Documentation showing that AIA Learning Units certification has been achieved for each training module

Task 2.6 Commercialization and Sustainability Plan

The goal of Task 2.6 is to develop a Commercialization and Sustainability Plan for marketing and deployment of the curriculum and to characterize the logistical and financial commitments needed to assure long-term sustainability of the training program.

The Recipient shall:

- Develop a business plan for the program's long-term financial viability, risk management strategies, and a long-term vision for expanded curriculum and certification options to extend the life and reach of the program.
- Develop a marketing plan including a comprehensive program brand identity and outreach materials to achieve market recognition of the program and recruit students and industry partnerships.
- Develop a program management plan to ensure program quality control, tracking of job placements and program deployment goals, and continued development of partner and customer relationships.
- Develop a Commercialization and Sustainability Plan Report. The report will describe the business plan, marketing plan, and program management plan for continuing the program.
- Develop a presentation and present a review of the Commercialization and Sustainability Plan to the PAC and Commission Project Manager.

Products:

- Draft Commercialization and Sustainability Plan Report
- Final Commercialization and Sustainability Plan Report
- Copy of PowerPoint Presentation on Commercialization and Sustainability Plan (no draft)