

Address reply to:
Value Service
1 River Road
Schenectady 5, N. Y.

November 21, 1962

Mr. Reno R. Cole
Department of Engineering
University of California
Los Angeles, California

Dear Mr. Cole:

Although it is not complete, perhaps it is helpful to you if I periodically send to you more information on the development of my instruction for the January 21-31 period. Accordingly, the attached is sent.

Sincerely,

L. D. Miles
Manager - Value Service

LDM:AMH
Att.

**MANAGING THE USE OF
VALUE ANALYSIS AND ENGINEERING TECHNIQUES**

1963 Engineering and Management Course
University of California at Los Angeles

January 21-31, 1963

<u>SESSION</u>	<u>TITLE</u>	<u>ASSIGNMENT</u>
21 I	Understanding the "Value" Environment	
22 II	Understanding The Technology Being Managed, Part I	... Chapter 1
III	Understanding The Technology Being Managed, Part II	... Chapter 2 Chapter 3, Items 1, 2, 4, 5, 13
IV	Understanding The Technology Being Managed, Part III	... Chapter 3, Items 3, 6, 7, 8, 9, 10, 11, 12 Chapter 4 Peruse Chapter 5
V	Setting Objectives, Organizing and Staffing	... Chapters 8 and 9
VI	Programming	... Chapter 10
VII	Measuring	... Chapter 11
VIII	Relations With Other Work	... Chapter 7
IX	Management Problems	... Chapter 6
X	Summaries and Conclusions	... Special Assignments