

The Cost Analysis Tool - Cost Driver Definitions

Draft

| Cost driver | | Description |
|--|---|--|
| Course information | | |
| 1 | Audience size | Total number of participants expected to receive training |
| 2 | Course type | Type of course by functional category (<i>Classroom, video conference, CBT, paper-based manual, etc.</i>) |
| 3 | Course number | Course number as it appears in the LMS |
| 4 | Number of sessions offered per year | Total number of sessions the course is to be offered |
| 5 | Number of locations | Total number of locations the course is to be offered |
| 6 | Length of training for course (days) | Length of the training course in days (<i>And/or minutes, pages if applicable</i>) |
| 7 | Total number of federal instructors | |
| 8 | Total number of non-federal instructors | |
| 9 | Total number of logistics coordinators | |
| 10 | Number of instructors per sessions | Average number of instructors necessary per session |
| 11 | Number of participants per session | Average number of participants per session (<i>Audience / # sessions</i>) |
| 12 | Learning complexity | What are the participants expected to know after leaving training? (<i>Awareness, complete a task, or make a decision</i>) |
| 13 | Content volume | What is the breadth of content of the training course? (<i>High, medium, or low?</i>) |
| Design & development direct costs | | |
| 14 | Average loaded GS | Average annual salary of federal employee (<i>Load 27%</i>) |
| 15 | Federal development days | Number of days of SFA staff required to develop training |

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| Cost driver | | Description |
|------------------------------|--|---|
| 16 | Federal non-labor development costs | Total cost paid for directly by SFA U, not through a T.O. or a contractor, (<i>Travel, transportation, lodging, meals, per diem</i>) |
| 17 | Name of contractor/partner | The name of the contractor or partner |
| 18 | Non-federal development days | Number of days of non-SFA staff required to develop training |
| 19 | Non-federal development costs | Total cost to develop training externally |
| 20 | Non-federal non-labor development costs | Total non-labor cost incurred during development (<i>Travel, transportation, lodging, meals, per diem</i>) |
| Delivery direct costs | | |
| 21 | Facilities | Total cost for renting space (<i>Hotels, conference centers, computer training facilities, etc</i>) |
| 22 | Equipment | Total cost for equipment that is purchased or rented specifically for this course |
| 23 | Materials | Total cost for reproducing and delivering/shipping training materials (<i>Account for studio costs, satellite time, software, etc. Distinguish between what is SFA U paid for (contractor, Kinko's, etc) or ED (paid-for-GOP printing)</i>) |
| 24 | Average Instructor loaded GS | Average annual loaded salary of federal instructor (<i>Load 27/28%</i>) |
| 25 | Federal instructor preparation time (days) | Length of time (in days) required per federal instructor to prepare to run the course |
| 26 | Federal instructor delivery time (days) | This is equal to the length of the course multiplied by the number of sessions |
| 27 | Federal instructor travel time (days) | SFA U instructor travel time in days |
| 28 | Federal instructor travel cost | Total cost for Instructor transportation, lodging, meals, per diem, etc |
| 29 | Non-federal instructor GS | Average annual salary of non-federal instructor |
| 30 | Non-federal instructor preparation time (days) | Length of time (in days) required per non-federal instructor to prepare to run the course |

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| | Cost driver | Description |
|--------------------------|--|--|
| 31 | Non-federal instructor delivery time (days) | This is equal to the length of the course multiplied by the number of sessions |
| 32 | Non-federal instructor travel time (days) | Non-SFA U instructor travel time in days |
| 33 | Non-federal instructor travel cost | Total cost for Instructor travel, transportation, lodging, meals, per diem, etc |
| 34 | Average Logistics coordinator loaded GS | Average annual loaded salary of logistics coordinator (Load 27/28%) |
| 35 | Logistics coordinator preparation time (days) | Length of time (in days) required per logistics coordinator organize/prepare facilities, equipment, and materials for the course |
| 36 | Logistics coordinator delivery/support time (days) | Length of time per LC spent supporting the delivery of the course |
| 37 | Logistics coordinator travel time (days) | Logistic coordinator travel time in days |
| 38 | Logistics coordinator travel cost | Total cost for logistics coordinator travel, transportation, lodging, meals, per diem, etc |
| 39 | Participant travel/training time (if SFA U) | Participant travel/training time in days |
| 40 | Participant travel cost (if SFA U) | Total cost for participant transportation, lodging, meals |
| 41 | Overhead costs | LMS per person, general equipment pro-rated |
| Finale costs | | |
| 42 | Finale costs | Total cost for debriefs celebration, logistics, travel, materials, etc. |
| Maintenance costs | | |
| 43 | Update frequency | Expected frequency to update training (1 month, 3 month, 6 month, 1 year, 2 year, ect) |
| 44 | Percentage update | Expected percentage necessary to update |
| 45 | Replace frequency | Expected frequency to replace training (1 month, 3 month, 6 month, 1 year, 2 year, ect) |

report from the LMS-macro- that we can inport into a data spreadsheet.

The Cost Analysis Tool - Cost Data

Draft

| Test Scenario | | | | | |
|---|-------------------|------------|-------------------|------------------|--------------|
| Cost Driver | Assumption | | | | |
| Course information | SFA U | SFA | Contractor | Logistics | Total |
| Audience size | 1500 | | | | |
| Course type | Classroom-Based ▼ | | | | |
| Course number (If applicable) | 1a | | | | |
| Number of sessions offered per year* | 30 | | | | |
| Number of locations | 30 | | | | |
| Length of training for course (in days) | 20 | | | | |
| Total number of instructors/logistics | 5 | 1 | 4 | 3 | 13 |
| Number of instructors/logistics per sessions | 1 | 1 | 1 | 1 | 4 |
| Number of participants per session | | | | | |
| Learning complexity | Medium ▼ | | | | |
| Content volume | Low ▼ | | | | |
| Design/Development | SFA U | SFA | Contractor | Logistics | Total |
| Name of contractor/partner | ABC | | | | |
| Average loaded SFA U & SFA employee salary | \$80,000 | | | | |
| development days** | 500 | 5 | 75 | 10 | 580 |
| development costs (contractor column only) | | | \$300,000 | | \$300,000 |
| non-labor development costs* | \$10,000 | \$200 | \$20,000 | \$5,000 | \$30,200 |
| Delivery direct costs | SFA U | SFA | Contractor | Logistics | Total |
| Facilities | \$700,000 | \$50 | \$10 | \$5 | \$700,065 |
| Equipment | \$75,000 | \$50 | \$75,000 | \$200 | \$150,250 |
| Materials | \$10 | \$100,000 | \$10 | \$20 | \$100,040 |
| Average instructor/logistics GS | \$80,000 | | | | |
| preparation time (days) (per instructor)** | 21 | 21 | 21 | 7 | |

The Cost Analysis Tool - Cost Data

Draft

| Test Scenario | | | | | |
|---|--------------|------------|-------------------|------------------|--------------|
| Cost Driver | Assumption | | | | |
| delivery time (days) ** | 2 | 2 | 2 | 1 | |
| delivery cost (contractor column only) ** | | | \$300,000 | | \$300,000 |
| travel time (days per session) ** | 2 | 2 | | 2 | |
| travel cost (days per session) ** | \$1,500 | \$1,500 | \$50,000 | \$1,500 | |
| Participant travel/training time | 5 | | | | |
| Participant travel cost | \$1,500 | | | | |
| Overhead costs | \$30,000 | | | \$200 | \$30,200 |
| Finale costs | SFA U | SFA | Contractor | Logistics | Total |
| Facilities | \$2,000 | \$5 | \$100 | \$30 | \$2,135 |
| Equipment | \$750 | \$5 | \$100 | \$30 | \$885 |
| Materials | \$500 | \$5 | \$100 | \$30 | \$635 |
| preparation time (days) (per instructor) | 0 | 0 | 0 | 3 | |
| delivery time (days) ** | 1 | 1 | 1 | 1 | |
| delivery cost (contractor column only) ** | | | \$3,000 | | \$3,000 |
| travel time (days per session) ** | 1 | 1 | 1 | 1 | |
| travel cost (days per session) ** | \$1,500 | \$1,500 | \$3,000 | \$1,500 | |
| Participant travel/training time | 3 | | | | |
| Participant travel cost | \$1,500 | | | | |
| Overhead costs | \$2,000 | | | \$200 | \$2,200 |
| Maintance costs | SFA U | SFA | Contractor | Logistics | Total |
| Update frequency (per year) | | | 1 | | |
| Update percentage | | | 50% | | |
| Replace frequency (per year)** | | | 5 | | |

Test Summary

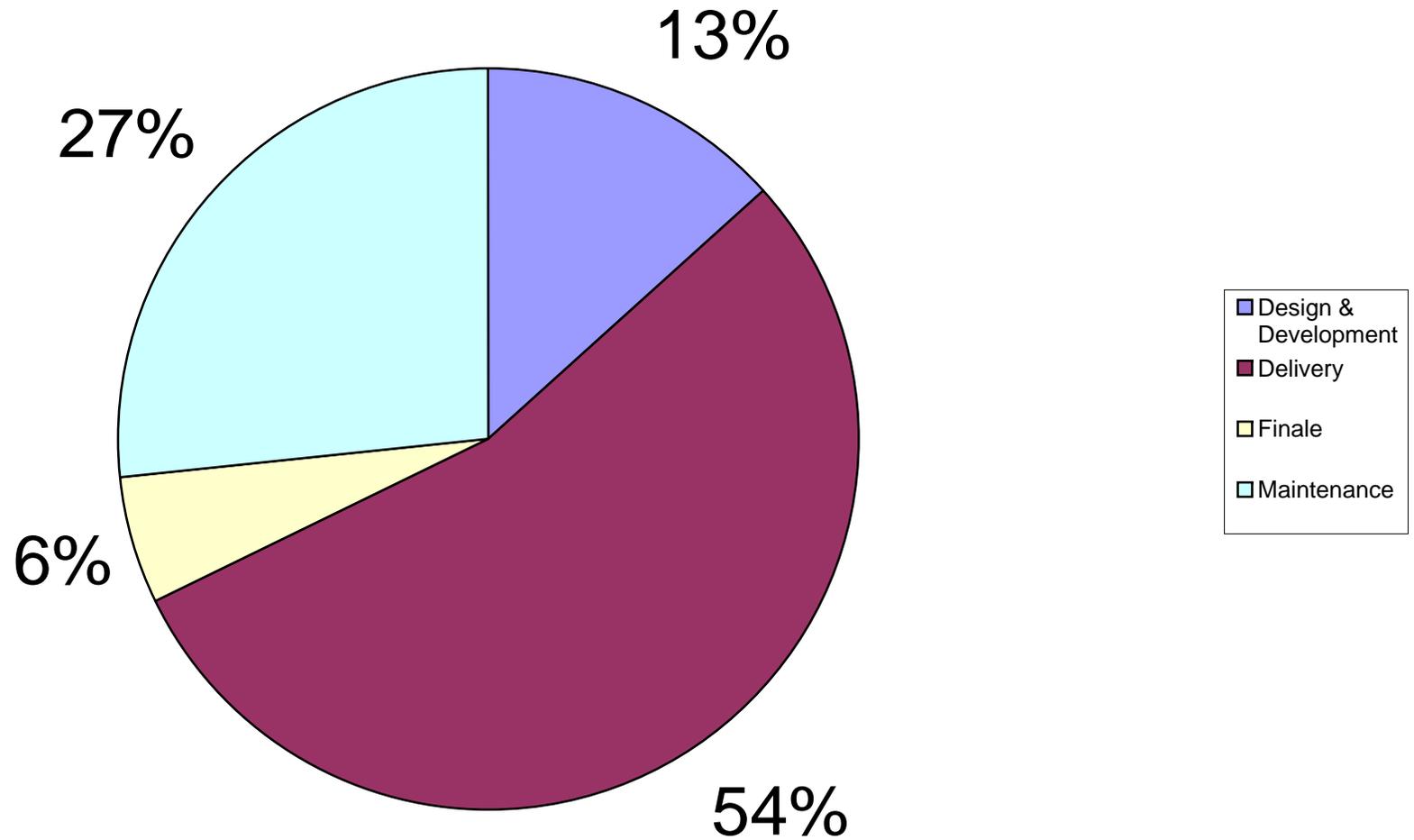
| | SFA U | SFA | Contractor | Logistics | Total |
|--|----------------|----------------|-----------------|----------------|--------------------|
| Design and development expense | | | | | \$497,868 |
| | \$167,930 | \$1,779 | \$320,000 | \$8,159 | |
| Delivery expense | | | | | \$2,034,103 |
| Instructor/logistics labor costs | \$236,895 | \$236,895 | \$300,000 | \$94,758 | \$868,548 |
| Instructor/logistics travel costs | \$45,000 | \$45,000 | \$50,000 | \$45,000 | \$185,000 |
| Participation cost for SFA U employees | \$3,079 | | | | |
| Facilities | \$700,000 | \$50 | \$10 | \$5 | \$700,065 |
| Equipment | \$75,000 | \$50 | \$75,000 | \$200 | \$150,250 |
| Materials | \$10 | \$100,000 | \$10 | \$20 | \$100,040 |
| Overhead | \$30,000 | | | \$200 | \$30,200 |
| Finale expense | | | | | \$211,071 |
| Instructor/logistics labor costs | \$3,159 | \$632 | \$3,000 | \$4,738 | \$11,528 |
| Instructor/logistics travel costs | \$7,500 | \$1,500 | \$3,000 | \$4,500 | \$16,500 |
| Participation cost for SFA U employees | \$2,448 | | | | \$2,448 |
| Facilities | \$2,000 | \$50 | \$10 | \$5 | \$2,065 |
| Equipment | \$750 | \$50 | \$75,000 | \$200 | \$76,000 |
| Materials | \$500 | \$100,000 | \$10 | \$20 | \$100,530 |
| Overhead | \$2,000 | | | | \$2,000 |
| Maintenance costs | | | | | \$995,736 |
| Total course expense | | | | | \$3,738,778 |
| Percentage paid for by SFA U | | | | | 87% |
| Cost per participant | | | | | \$2,493 |
| Cost per participant per day of instruction | | | | | \$125 |
| Cost per session | | | | | \$124,626 |
| Material cost per participant | | | | | \$134 |
| Instructor/logistics cost per session | \$9,397 | \$9,397 | \$11,667 | \$4,659 | |

The Cost Analysis Tool - Cost Summary

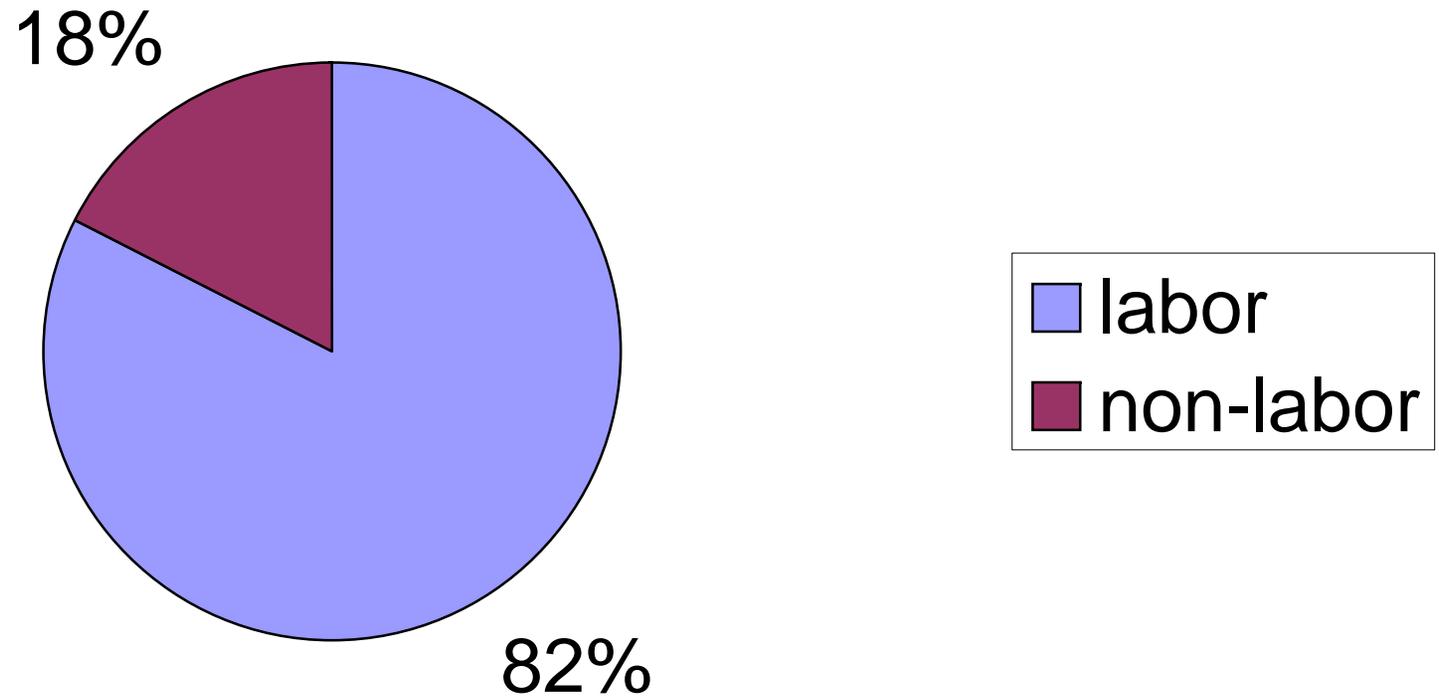
Draft

| Test Scenario | |
|--|--------------|
| Design and development expense #REF! | |
| SFA U | |
| SFA | |
| Non-federal development costs | #REF! |
| Delivery expense #REF! | |
| SFA U instructor costs | #REF! |
| <i>Federal instructor Travel costs THIS MU</i> | #REF! |
| SFA | |
| Non-federal instructor Cost | #REF! |
| <i>Non-federal instructor travel cost</i> | #REF! |
| Logistics coordinator costs | #REF! |
| <i>Logistics coordinator travel cost</i> | #REF! |
| Cost per participant (If SFA) | |
| Facilities | \$125,000.00 |
| Equipment | \$25,000.00 |
| Materials | \$125,000.00 |
| Overhead | \$75,000.00 |
| Finale expense \$50,000.00 | |
| Maintenance costs #REF! | |
| total non-labor (SFA U, SFA, non-fed) | |
| total labor | |
| Total course expense #REF! | |
| Total SFA U cost | |
| Percentage paid for by SFA U | |
| Cost per participant | #REF! |
| Cost per participant per day of instruction | #REF! |
| Cost per session | #REF! |
| Material cost per participant | \$6.25 |
| SFA U Instructor cost per session | #REF! |
| SFA | |
| Non-federal instructor cost per session | #REF! |
| Logisitics coordinator cost per session | #REF! |

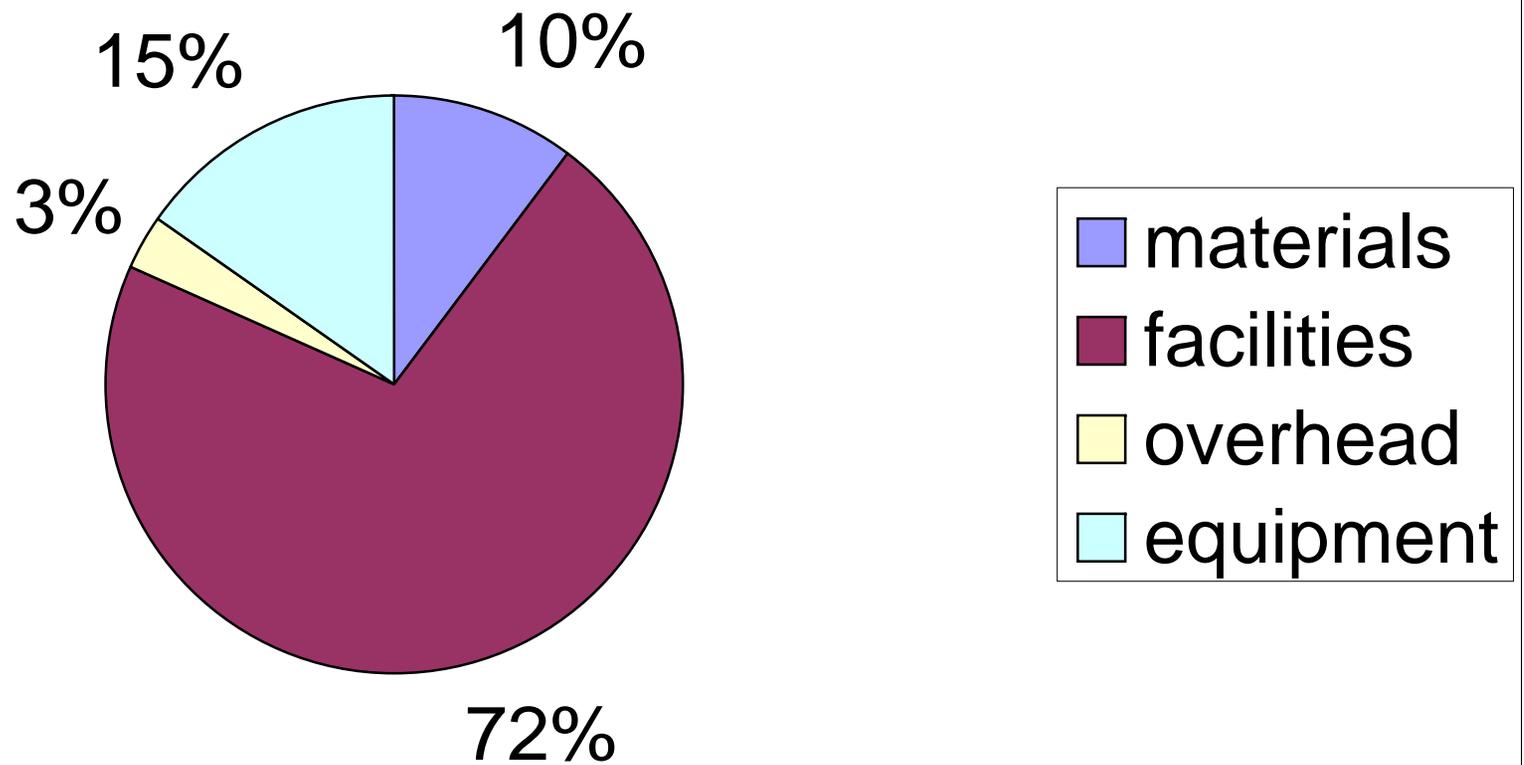
Total Course Expense



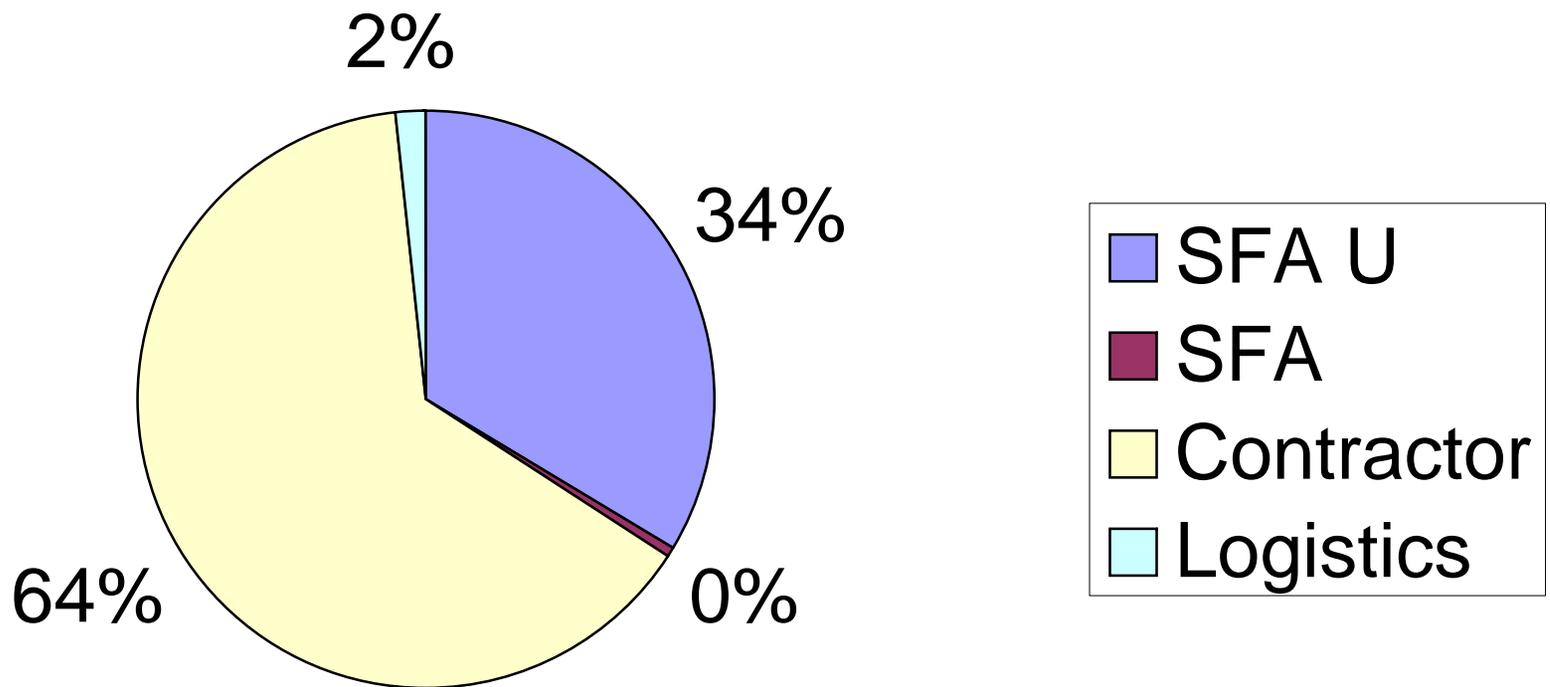
Delivery Cost by Type



Delivery Costs



Design & Development Expense



| B13 | C13 | B14 | C14 | B48 | C48 | B49 | C49 | |
|--------|--------|--------|--------|----------|----------|----------|----------|--------------------|
| Low | Low | Low | Low | Daily | Daily | Daily | Daily | Classroom-Based |
| Medium | Medium | Medium | Medium | Weekly | Weekly | Weekly | Weekly | Computer-Based |
| High | High | High | High | 1 Month | 1 Month | 1 Month | 1 Month | Hybrid/Paper-Based |
| | | | | 3 Months | 3 Months | 3 Months | 3 Months | Video Conferencing |
| | | | | 6 Months | 6 Months | 6 Months | 6 Months | Other |
| | | | | Yearly | Yearly | Yearly | Yearly | Other |
| | | | | 2 Years | 2 Years | 2 Years | 2 Years | |
| | | | | 3 Years | 3 Years | 3 Years | 3 Years | |
| | | | | 4 Years | 4 Years | 4 Years | 4 Years | |
| | | | | 5 Years | 5 Years | 5 Years | 5 Years | |

| | |
|-------------|-------------|
| Design & D | \$497,868 |
| Delivery | \$2,034,103 |
| Finale | \$211,071 |
| Maintenance | \$995,736 |

Pie graphs

cost by type

| | |
|-----------|-----------|
| labor | \$868,548 |
| non-labor | \$185,000 |

cost by type

| | |
|------------|--------|
| materials | 100040 |
| facilities | 700065 |
| overhead | 30200 |
| equipment | 150250 |

Design & Development Expense

| | |
|------------|-----------|
| SFA U | \$167,930 |
| SFA | \$1,779 |
| Contractor | \$320,000 |
| Logistics | \$8,159 |

Bar graph for cross course comparisons (classroom-low complexity)

SFA U standards down the road - Art's blood type chart - Get these averages down by 10% a year (i.e) ranges