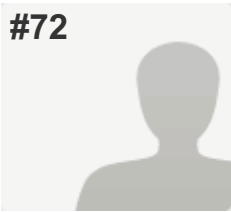


#72



COMPLETE

Collector: Web Link 1 (Web Link)
Started: Sunday, August 21, 2016 3:56:42 PM
Last Modified: Sunday, August 21, 2016 4:23:11 PM
Time Spent: 00:26:28
IP Address: 184.101.82.73

PAGE 1

Q1: What is your PDG ID (DRXXX, OSFXXX, etc.)?	PSF021				
Q2: Project Name:	Hover: A Novel				
Q3: Date Final Project Event Occurred:	11 August 2016				
Q4: SWE Organization Name: (e.g. Las Vegas section, UCLA collegiate section, Membership committee)	Phoenix				
Q5: SWE Org ID: (if region request, enter Region letter, then select 000 under ID)					
	<table border="1"> <thead> <tr> <th>Region</th> <th>ID</th> </tr> </thead> <tbody> <tr> <td>B</td> <td>006</td> </tr> </tbody> </table>	Region	ID	B	006
Region	ID				
B	006				
Q6: Please provide details about your Project team.					
Project Manager Name:	Janelle Bakke				
Project Manager email:	janellenicole0@yahoo.com				
Treasurer Name:	Brianna LaBarge				
Treasurer email:	brianna.labarge@honeywell.com				
Mailing Address for final payment (if owed):	SWE Phoenix, P.O. Box 67584, Phoenix, AZ 85082				
Q7: Please provide the purpose of the project/event. Check all that apply.	Professional Development				

PAGE 2

Q8: Have you already completed your event entry in the Outreach Metric Tool? http://societyofwomenengineers.swe.org/swe-members/479-slides/4463-outreach-metric-tool-report-your-outreach	<i>Respondent skipped this question</i>
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PAGE 3: Attendees and Volunteers

Q9: Attendees - DO NOT INCLUDE VOLUNTEERS HERE

Total Attendees	40
# Females below Age 18	0
# Females, Collegiate	0
# Females, Professional (include female parents/educators here)	30
# Males, all ages (included male students and parents/educators here)	10
Non-SWE members	10

Q10: Describe your volunteer organization for this project/event.

# Planning Volunteers	3
# Hours planning (total, all volunteers)	50
Total # Day-of volunteers	5
Total # SWE Day-of volunteers	5

PAGE 4: Project/Event Duration and Frequency

Q11: Was your Project/Event a single day event or recurring? Single day

Q12: What was the event duration not including prep or cleanup time? 4-6 hours

PAGE 5: Objectives and Activities

Q13: Provide a high level timeline of the DAY OF YOUR EVENT. Attachments may be sent as pdf, jpg, or png files to pdg.final.report@gmail.com referencing the PDG ID.

8 AM -- Final planning meeting with SWE member who arranged author on format for evening and speeches
 11 AM -- Final planning meeting on logistics for event at restaurant and on introductory and concluding speeches
 3 PM -- arrive at restaurant to arrange speaker gift, extra copies of books, speaker area, and appetizers
 4 PM -- run through event; greet arriving attendees
 5 PM -- introductions of meetings and social time, greet Boeing leadership who agreed to provide added input on defense helicopters as supplement to author, serve appetizers
 5:20 PM -- introduce author of Hover, Anne Wilson
 5:40 PM -- author presentation on defense helicopters
 6:30 -- question and answer with Anne Wilson
 8:00 -- conclude

Q14: Provide at least two and no more than five objectives achieved during this project/event and one activity used to achieve each of them. Objectives should address the statement: "By the end of the event, participants were able to..." You may reference links or send as pdf attachments to pdg.final.report@gmail.com.

Objective 1	Explain the relevance of aerospace to SWE Phoenix members
Activity 1	Discussion on aerospace in Phoenix, U.S. Navy, and industry presence locally
Objective 2	Understand experiences of user community for aerospace products
Activity 2	presentation by author Anne Wilson
Objective 3	Increase contacts with knowledge of aerospace and innovation
Activity 3	questions and stories from multiple industry representatives; networking
Objective 4	See links between design decisions and operating successes
Activity 4	author's discussion on landing on ship, hazards, and successes
Objective 5	Remember the importance of user community when making technical decisions
Activity 5	discussion on safety training and how helicopters meet pilots' needs

PAGE 6: Project/Event Costs

Q15: Provide actual costs for Contracted Services. Round to the nearest dollar.

A1 Professional services (example: speaker fees)	0
A2 Clerical support	0 - donations covered awards and clerical fees
A3 Security	0
A4 Insurance	0
A5 Other contracted services	0
Describe Other services	none

Q16: Provide actual costs for Transportation and Lodging. Round to the nearest dollar. PDG will fund speaker fees OR travel and lodging expenses, not BOTH.

B1 Bus	0
B2 Mileage (use \$0.575/mi)	0
B3 Lodging	0
B4 Other transportation	0
Describe Other transportation	0

Q17: Provide actual costs related to Food and Beverages. Round to the nearest dollar.

C1 Snacks	139
C2 Meals	0
C3 Other food or beverages	0
Income from registration fees (# attendees multiplied by fee)	0

Q18: Provide actual costs related to Supplies. Round to the nearest dollar.

D1 Badges	0
D2 T-Shirts	0
D3 Supplies for activities	255
D4 Other supplies	0 -- donations for bookmarks with helicopters
Describe Other supplies	supplies for activities included copies of Hover: A Novel

Q19: Provide actual costs related to Publications/Printing/Mailing. Round to the nearest dollar.

E1 Participant Handout Copies	0
E2 Other reproduction or distribution costs	0
Describe Other reproduction or distribution costs	0

Q20: Provide actual costs related to Facilities for this event. Round to the nearest dollar.

F1 Conference Room	0
F2 Other Facilities cost	0
Describe Other facilities costs	snacks offset fees estimated for private room at restaurant

Q21: Provide actual costs related to Publicity for this event. Round to the nearest dollar.

G1 Newspaper Announcement	0
G2 Flyers and Posters	0
G3 Other publicity	0
Describe Other publicity costs	publicity by donations and members

Q22: Provide summary of funds related to Project/Event. Round to the nearest dollar. Reconciliation amount equals the difference between expenses and amount received to date, up to approved amount from I.

I Total Approved PDG Grant	440
II Total \$\$ Received To Date	440
III Total Expenses (Sum A-G)	394
IV Reconciliation Amount	46

PAGE 7: Feedback and Reflection

Q23: Lessons Learned: Provide one to three (1-3) things you might do differently if you repeated this event.

Lesson #1	cap attendance on initial notification or wait to book room for final count -- count grew beyond expectations and made space in room tight
Lesson #2	give people more time than three months to read book

Q24: Please share any Best Practices from this event for other similar events.

SWE Book Club events are very popular with members.
Partner with representatives of a local company in specific industry (Medtronic for biotech, Boeing for aerospace)

Q25: Please summarize the results of feedback surveys here, including any links to shared reports. You may also send attachments to pdg.final.report@gmail.com.

SWE Phoenix participants enjoyed the event. Multiple people have started or plan to start reading the author's second novel.

Q26: Please list all documents being sent via email to pdg.final.report@gmail.com. Required documents: Copies of receipts Other details to clarify costs List N/A if none.

Receipts will come in separate email.

Q27: Please rate how well this event met the Society's strategic objectives on a scale of 1 (Did not meet) to 5 (Fully met).

Advocated for females in engineering and technology	5 - Fully met
Promoted Professional Excellence.	5 - Fully met
Emphasized Globalization	4 - Mostly met

Comment (please specify)

Anne Wilson served on a Naval ship. She was very empowering about the successes of a woman in engineering.

Q28: Please provide any other details you think might be important to know about this event.

Respondent skipped this question

Q29: Date PDG Committee Closeout Lead closed this project

Respondent skipped this question
