

SYLVANIA ELECTRONIC SYSTEMS

SYLVANIA ELECTRIC PRODUCTS INC. *Subsidiary of* GENERAL TELEPHONE & ELECTRONICS CORPORATION



RJG
DIVISION HEADQUARTERS

40 Sylvan Road
Waltham 54, Mass.
Tel. 894-8444

January 28, 1963

Mr. Lawrence D. Miles
General Electric Company
One River Road (Bldg 32-G)
Schenectady, New York

Dear Larry:

Congratulations on your "Engineering and Management" course at the University of California in Los Angeles. As one of your students, I know the outstanding work that you can do.

Attached is material on "Systems Management" course at Boston University. I will be teaching the session on Value Engineering and Percy Coomber the session on Procurement Procedures.

Warmest regards.

Very truly yours,

R. J. Gillespie
Division Value Engineering
Coordinator

pw
Attach

SYSTEMS MANAGEMENT SEMINAR

This seminar is designed for those who want to undertake broader responsibilities in Systems Management. It is for engineering specialists, manufacturing and procurement people, managers in research and engineering organizations who want more knowledge of the functions of other sections of the over-all system to assist them in creating the kind of environment conducive to good Systems Management today.

With the cooperation of leading industrial-professional groups, Boston University is offering a series of intensive 12-meeting courses on Systems Management.

LOCATION and REGISTRATION

Location: Divisional Headquarters Building
Sylvania Electric Products
40 Sylvan Road, Waltham, Mass.

Time: Tuesday from 7:00 p.m. to 9:30 p.m.
February 19, 1963 to May 7, 1963

PROGRAM CONTENT

- I. INTRODUCTION TO THE SYSTEMS PROCESS
— to increase awareness and understanding of Systems Management as an over-all process; developing an appreciation of the individual functions and the integration of these functions in the total System.
 - II. SYSTEMS ORGANIZATIONAL STRUCTURES
— topic emphasis to include problem definition, decision-making in relation to goals, systems analysis and systems of management function in a variety of organizational structures.
 - III. SYSTEMS FUNCTION PLANNING FOR MANAGEMENT CONTROL
— planning emphasis upon the integrated assembly of interacting elements designed to carry out the pre-determined functions; particular emphasis on the "do" phase of execution management.
 - IV. SYSTEMS ENGINEERING APPROACH
— consideration of the major elements in the engineering process in relation to systems' philosophy and methodology; illustration of this approach through practical engineering conditions and problems.
 - V. SYSTEMS APPLICATION IN APPLIED RESEARCH
— the application of Systems Management in applied and creative research with particular emphasis on product development to satisfy consumer needs and the coordination of personnel functions in the management-research process.
 - VI. THE CREATIVE APPROACH TO SYSTEMS PROBLEM SOLVING
— consideration of a variety of representative industrial problems through the case study format.
 - VII. SYSTEMS VALUE ENGINEERING FOR IMPROVEMENT OF PRODUCT
— demonstration and practice in planning and organizing creative procedures for reliably achieving the required function at the lowest cost.
 - VIII. EVALUATING THE RELIABILITY OF A SYSTEMS PROGRAM
— identifying and examining techniques to check the reliability in product and process development under particular conditions and for specified time periods.
 - IX. FINANCE IN THE SYSTEMS PROCESS
— consideration of various financial procedures and controls in the systems process: topic areas to include cost estimation, product pricing, market share, direct and indirect investment and financial operating ratios.
 - X. PERT AND OTHER SYSTEMS CONTROL PROCEDURES
— PERT (Program Evaluation Review Technique), potential in research, design and project development; consideration of line of balance, Gantt charts, and similar systems of control applied to routine or repetitive tasks.
 - XI. SYSTEMS MARKETING PROBLEMS AND THEIR SOLUTIONS
— the Systems marketing concept in relation to Systems Management — planning, forecasting of the marketing of products developed by Systems operation.
 - XII. PROCUREMENT PROCEDURES FOR SYSTEMS DESIGN
— relationship of purchasing to engineering and production — the use of Value Engineering in procurement.
- Summary of seminar to synthesize the sessions into an over-all concept system of the course.

Program Coordinator — Mr. R. J. Gillespie, Senior Engineering Specialist, Sylvania Electronic Systems,
Divisional Headquarters, Waltham, Massachusetts.

PROGRAM LEADERS FOR SEMINAR

Dr. Leonard Sheingold
Vice-President of Research
Sylvania Electronic Systems
Divisional Headquarters
Waltham, Massachusetts

Mr. Percy Coomber
Minuteman Value Engineering Manager
Sylvania
Waltham, Massachusetts

Mr. A. P. Hill
Technical Management Consultant
Lexington, Massachusetts

Mr. Douglas Hamilton
Divisional Controller
Sylvania Electronic Systems
Waltham, Massachusetts

Mr. Raymond Kendall
Marketing Director N. E. Area
National Company
Malden, Massachusetts

Major Bert Decker
Electronics Communication Officer
Pease Air Force Base
Portsmouth, New Hampshire

Mr. John B. Coullard
Operation Sales Manager
Special Products
Industrial Components Division
Raytheon
Newton, Massachusetts

Dr. Ward C. Low
Vice-President
Research Division
Laboratory for Electronics Corporation
Boston, Massachusetts

Beckman

INSTRUMENTS, INC.

Via Air Mail

EXECUTIVE OFFICES: 2500 HARBOR BOULEVARD, FULLERTON, CALIFORNIA : TROJAN 1-4848

January 28, 1963

Mr. Larry Miles, Manager-Value Services
General Electric Company
Building 32G
Schenectady, New York

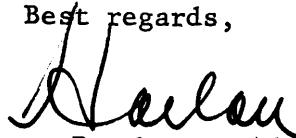
Dear Larry:

I certainly do want to thank you on behalf of Beckman Instruments for the very enlightening presentation you gave to our management group. I am sure you stimulated a great deal of interest in the minds of our people who will have to do with the implementation of such a program. Judging from the questions asked and the people who asked them, there will definitely be more effort in this area and Bob Erickson will undoubtedly come up with some conclusions on direction as a result of your talk. I am sure you helped considerably in creating an interest in a formal program and that there will be results and decisions made on a course of action.

It was indeed a pleasure to have you visit our plant, and most enjoyable to have you spend the time with our friends in Newport Beach. I am sure you have added to your list of friends in this area and you certainly have an open invitation to come back whenever you are in town.

Thanks again for all your help.

Best regards,



Corporate Purchasing Administrator

HarlanEastman/dh

cc: Mr. R. E. Kidd
Mr. W. A. Sredenschek