

SEMA Product Suite: Appendix A

License Specifications for the SEMA Product Suite

(effective November 26, 2008)

Introduction

This specification defines the SEMA Product Suite and certain conditions for use under this Agreement.

SEMA Product Suite

The SEMA Product Suite licensed under this Agreement is as follows:

- Implementing Goal-Driven Measurement (IGDM) course and related materials
- Improving Process Performance using Six Sigma course and related materials
- Designing Products and Processes Using Six Sigma course and related materials

as listed at <http://www.sei.cmu.edu/partners/sema/materials.html> and shall include any updates or revisions made by SEI pursuant to Section 3.2 of this Agreement.

Limitations on Rights to SEMA Product Suite

Use of the SEMA Product Suite is subject to the following limitations:

- Use of the SEMA Product Suite for course delivery is allowed only by i) SEI-Certified Instructors who are using the SEMA Product Suite materials to deliver the specific SEI course for which the materials are provided and working on behalf of Agreement Partner, and ii) Certification Candidates who are sponsored by Agreement Partner and who are using the materials in support of completing the instructor certification process.
- SEI-Certified Instructors and Certification Candidates are not allowed to use the SEMA Product Suite materials for any other purpose, including but not limited to the delivery of courses or services independently or on behalf of organizations that are not licensed by SEI to deliver the course or service for which the materials are provided.
- If Agreement Partner discontinues its relationship with an SEI-Certified Instructor or Certification Candidate, Agreement Partner shall use commercially reasonable efforts to retrieve all SEMA Product Suite materials in the possession of the SEI-Certified Instructor or Certification Candidate.
- For the SEMA Product Suite materials relating to and/or for use in SEMA courses, the following general restrictions apply regarding the distribution of the materials to Course Participants. Additional restrictions may be posted at <http://www.sei.cmu.edu/partners/sema/materials.html>.

SEMA Product Suite Materials:	Material may be copied and distributed to Course Participants
Student materials	Yes
Supporting Materials	Yes
Exercises	Yes
Instructor Notes	No

- For SEMA Product Suite Materials , the following templates are to be used by SEI-Certified Instructors and Certification Candidates only to collect course evaluations from course attendees and create attendee lists for submission to SEI: i) Course Evaluation Template, and ii) Course Attendee List Template.

Marks

The following Marks are made available to Agreement Partner under this Agreement subject to the guidelines listed and all other terms of this Agreement.

Mark	Guidelines for Use
SEI Partner signature	SEI Partner Network Identity Guidelines, version 1.1 or later. This document is available on CD-ROM and will be provided to Agreement Partner by SEI upon execution of this Agreement.

Responsibilities

SEI Responsibilities

SEI shall make reasonable efforts to support Agreement Partner in Agreement Partner’s delivery of the SEMA Product Suite by doing the following:

- Publish and administer the minimum qualification requirements for SEI-Certified Instructors,
- Conduct and administer the qualification process, including making necessary courses available,

- Provide course completion certificates directly to individuals who complete SEMA Product Suite courses provided by Agreement Partner,
- Perform quality assurance functions,
- Provide and maintain the SEMA Product Suite, and
- Provide other support as may be described at <http://www.sei.cmu.edu/partners/sema/procedures.html>.

Agreement Partner Responsibilities

Agreement Partner shall use reasonable efforts to provide high quality delivery of the SEMA Product Suite and to:

- Follow all requirements and procedures posted at <http://www.sei.cmu.edu/partners/sema/procedures.html> for delivering the SEMA Product Suite and reporting data to SEI,
- Make sure that its instructors for the SEMA Product Suite courses are fully certified by SEI to deliver such courses and are aware of all of the provisions of this Agreement, and
- Maintain quality control processes and procedures to support its instructors in delivering SEMA Product Suite courses of high quality and in compliance with this Agreement.

Milestones

- SEI shall provide electronic access to SEMA Product Suite materials within 30 days of the effective date of this Agreement.
- Agreement Partner shall notify SEI of any change in contact information for any Agreement Partner-sponsored Certification Candidate or SEI-Certified Instructor within 30 days of the effective date of such change.
- Agreement Partner shall notify SEI if Agreement Partner discontinues its sponsorship of any Certification Candidate or SEI-Certified Instructor within 30 days of the effective date of such change in sponsorship.