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F. V. Hellrich

Project and Task Definition

- 1. It is believed by this code that if any organization and meaningful status reporting is to be accomplished, as is now required by the program and laboratory management, a form of <u>formalized</u> and <u>well defined</u> form of status reporting must be instituted and continued. In order to institute some organization and consistent method of reporting cost and progress status of the many tasks assigned to this section, the following type of procedures and project assignment methods are recommended.
- 2. Before projects and tasks are assigned, some criteria must be assumed for defining projects, tasks, and the method of reporting. The following is submitted as an initial start. Changes should be made as experience in the system is gained.
 - a. Functional Organization
 - (1) Each section head should have reporting to him project coordinators who are assigned jobs and who are completely responsible for each job assigned.
 - (2) Project coordinators submit status reports, both cost and schedule to the section head, who in turn review and submit them to the branchhhead.
 - (3) Task coordinators are responsible to each project coordinator for providing cost and schedule status for each task assigned.
 - b. Project Definition
 - (1) Projects should be defined as those jobs which are line items in the program management budget. These generally contain broad categories for many tasks assigned. Many tasks are not now line items in the program management budget, but for future budget submissions, they probably should be made so. This is beginning to happen now already, e.g., program augmentation, and



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c. Task Definition

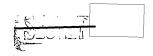
- (1) Tasks should be those jobs which do not appear as line items to the program management. These may consist of low value items and those items which may be provided to more than one project coordinators.
- (2) task status reporting should be made directly to the branch head. All task reporting should be integrated into project status reports.

d. Project Assignment

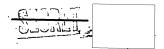
- (1) All jobs must be assigned to a project coordinator. He will then be assigned sole responsibility for the project or task assigned.
- (2) In the assignment of the project, the coordinator must be consulted and a cost and schedule be determined. This may best be handled by filling out some standard form of suitable format.
- (3) It will be the projectocoordinator's responsibility for the completion of the project and the monthly status reports on the assigned job.

e. Cost Reporting

- (1) The project coordinator will be solely responsible for reporting to the section head the monthly costs of each assigned project.
- (2) All procurements and charges must be made accountable against a specific project.
- (3) All project coordinators should submit an estimated expenditure for the remainder of the fiscal year. Available funds will be divided as far as they go. It will then be the project coordinator's responsibility to remain within his budget for the remainder of the fiscal year. Any excess will be divided by the branch head as priority dictates.
- (4) Section heads should submit estimated funding requirements for the upcoming fiscal year based on project supervisor's estimates:







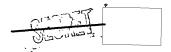
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(5) Cost status sheets are to be submitted by the 4th of each month with suitable breakouts of each task within a project. These breakouts should be defined to facilitate easy totaling of all projects by the branch head for submission to the program management.

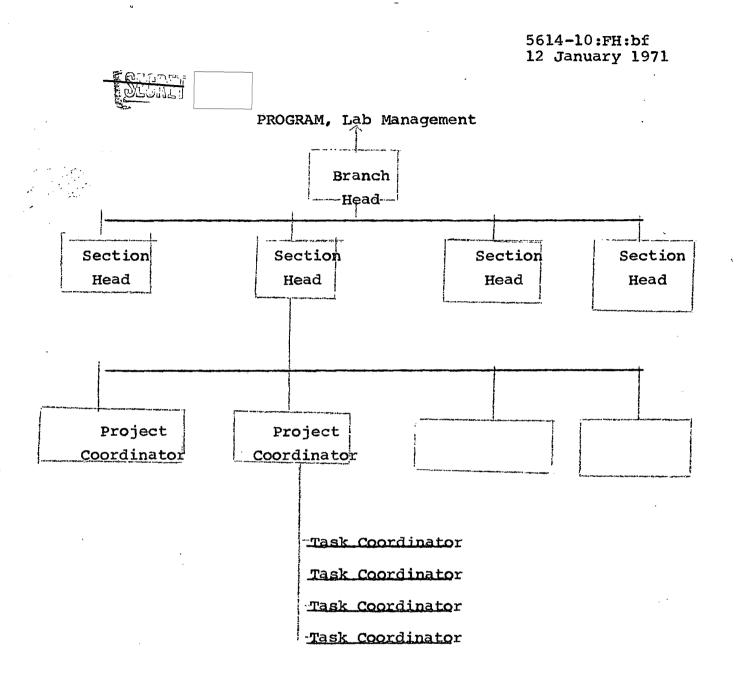
f. Schedule Reporting

- (1) The project coordinator will be solely responsible for submitting monthly schedule status to the branch head through the section head. They will be submitted by the 4th of each month.
- (2) The format of schedule status reports should be compatible with pert charting program requirements to facilitate correlation of schedules.

FRED V. HELLRICH



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FUNCTIONAL ORGANIZATION

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