

Rec'd 8/24/73

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PM-16 SYSTEM PROJECT OFFICE
NAVAL RESEARCH LABORATORY (9110)
WASHINGTON, D. C. 20375

PM-16-51:78/bjd
18 April 1973

From: Code 9110 [redacted]
To: Code 7030 (Mr. MAYO)

Subj: Monthly progress report

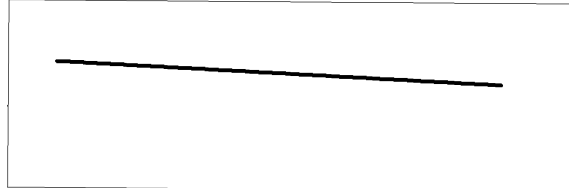
1. We have received your first monthly (March, 1973) Project Status Report, in response to the Air Task requirement. The following comments are provided as constructive criticism.

(a) The monthly report should be organized in accordance with the project work breakdown structure. The March report is organized in this manner, particularly the ground segment. However, the space segment should be broken out in one more level of detail. This will greatly aid in preparing a report that contains concise and detailed status information.

(b) The report should indicate progress against a definite plan or schedule. The schedule, too, should be organized in accordance with the work breakdown structure. At this time, we do not have a schedule against which we can measure current progress.

(c) The report should be as factual as possible, avoiding generalities such as "They are working on the main structure design" or "the design is being finalized".

(d) Important problem areas should be addressed. The report could point out, for example, that progress in task 4 of the ground station is being affected by direction from the SPO to hold off procuring computer hardware pending an integration study. Similarly, in task 10, a comment could be included that the integration effort was stopped pending the designation of the ADP contractor.



Reid:

If we can be of help on this report
or if you have questions, please give
[redacted] or myself a call.
Handle via [redacted] [redacted]

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