SUBJECT: PLANNING, SCHEDULING AND ADMINISTERING THE AN/FSQ-7 PROGRAM:
PROGRESS REPORTS TO THE SCHEDULING OFFICE (SUPPLEMENT TO M-2300)

To: AN/FSQ-7 Engineers

From: Jay W. Forrester

Date: July 15, 1953

Progress Reports to the Scheduling Office

Where the detailed time schedules call for work to be completed on
a particular date, an oral report from the assigned engineer to the scheduling
office will usually be sufficient. If a step is not to be completed according
to schedule, however, the responsible person should report this in writing to
the scheduling office as soon as the delay has become apparent and certainly
by the date the report was due, giving the reason for the delay and the time
when it is expected that the step will be completed. If he knows of any
effect that this will have on other work, he should indicate this also.

All written reports on progress should show clearly the job and
the step being reported on, and forecast the likelihood of meeting the re­
mainder of the schedule as established.

Certain jobs will be scheduled in such a way that some steps may be
more than two or three weeks apart. The scheduling office may then wish to
have an interim reporting date at which time the person responsible for the
job should estimate whether he is then on schedule or not and whether he is
likely to meet the next scheduled date.

JWF:gm

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