

Division 6 - Lincoln Laboratory
Massachusetts Institute of Technology
Cambridge 39, Massachusetts

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 remainder 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:gn


Jay W. Forrester

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