

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

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

To: AN/FSQ-7 Engineers

From: Jay W. Forrester

Date: July 15, 1953

Scheduling Office

The functions of the scheduling office are to aid in making up plans and schedules and to measure progress so as to permit adequate guidance of the program by those responsible for its success. Various specific duties result from these broad functions.

1. Make out for all the work, summary plans and schedules as nearly compatible with the requirements of TM-20 as possible. Obtain the approval of all groups concerned and have Forrester approve them for the Lincoln Laboratory. Issue them as a formal Lincoln report to be distributed to all Division 6 group leaders and Group 62 section leaders, to other interested persons within the Lincoln Laboratory, and to the various other organizations participating in the project.

2. See that the summary schedules are supplemented as necessary by schedules in greater detail, with blocks reporting small enough jobs to permit making from them time schedule sheets with detailed steps. See that each job is assigned specifically to an individual.

3. See that each job has a schedule sheet made that lists the significant steps with times for meeting them consistent with the summary schedules. Obtain written acceptance of each separate time schedule from the assigned individual.

4. Provide for keeping the individual schedule sheets and distributing copies of them to Taylor, Coombs, and the MIT and IBM section leaders.

5. Solicit oral reports on progress and written reports on lack of progress, and record these with the detailed schedule sheets. Include in the record of the oral report any relevant notes and comments, the date of the report, and the initials of the person receiving the report. In connection with this activity, provide advance notice of dates when certain

steps come due to engineers wanting it. Indicate to engineers when interim reports are required.

6. Prepare biweekly summary reports of progress status, and distribute to Forrester, Everett, Fahnestock, Nelson, Division 6 group leaders, Group 62 section leaders, Division 2, Lincoln Director's Office, AFCRC, and to Palmer, Zollinger, Solomon, Coombs and Burke of IBM. Prepare and distribute special progress reports as requested or required by circumstances. The bi-weekly reports should give both a general estimate of progress and various indications of specific elements of progress.

7. Prepare and distribute to all MIT and IBM personnel concerned a weekly bulletin stating approvals and decisions officially made with respect to AN/FSQ-7.

8. Reissue the Lincoln Summary schedules report periodically to show schedule changes and progress.

9. See that prescribed procedures for schedule changes are followed and that approved changes are reflected in all the schedules affected. Notify people whose schedules are affected by other changes.

10. Make up, maintain, and publish to those concerned consolidated cross-reference schedules (e.g., standards committee, Group 61 approvals, Group 64 approvals, manpower, etc.)

11. Maintain communications facilities between Cambridge and Poughkeepsie, and arrange that visits will be exploited as advantageously as possible.


12. Post progress on the Productrol boards.

JWF:gn

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