

NATIONAL RADIO ASTRONOMY OBSERVATORY
Charlottesville, Virginia

January 10, 1984

TO: VLBA Coordinating Committee
FROM: Bill Porter
SUBJECT: VLBA Budgeting and Project Reporting

There are two tasks on which I need your help regarding the VLBA budgeting and project reporting.

The first task is to devise a budget scenario for the project at annual funding levels of \$15M for 1985 through 1988 (4 years). At this level of funding we are probably talking about building one antenna (prototype) in 1985, and three additional antennas per year in 1986, 1987 and 1988. I need to know how this will affect your previous budget estimates and what your revised budget needs are under this 4 year scenario. A budget range would be helpful for each group, i.e., what is the maximum budget you would like to have and what is the minimum you think you can live with.

The second task is to break down each group's project number series into line items for which you desire financial management reporting. Each group (with the exception of Scientific, Systems Engineering and Operations) has a one thousand number series to use as shown below. Scientific and Systems Engineering will be in the 58000 series (miscellaneous). Operations are not included at this time. Please remember that the key to effective project reporting is to keep it simple.

The series, groups and chairmen are:

Project No.	Series	Group	Chairman
51000		Site	Buck Peery (with Craig Walker)
52000		Antenna	Bill Horne
53000		Electronics	Mike Balister
54000		Data Recording	Alan Rogers
55000		Monitor & Control	Barry Clark
56000		Correlator (Processor)	Marty Ewing
57000		Data Processing	Bob Burns
58000		Miscellaneous	Bill Porter
		Scientific	Ken Kellermann
		Systems Engineering	Larry D'Addario
59000		Project Management	Hein Hvatum
60000		Common Costs	Bill Porter

These two tasks will be discussed at the upcoming Coordinating Committee meeting and, if time allows, at the Design Review meeting at the end of the month. I would appreciate a response from each group chairman by the end of the month.