

NATIONAL RADIO ASTRONOMY OBSERVATORY  
Charlottesville, Virginia

January 11, 1985

To: Coordinating Committee

From: Bill Porter

Subj: Project Reporting

As you are probably aware, one of the necessary evils of project management is project reporting. The Project Office must produce four Quarterly Reports and one Program Plan each year for the NSF.

Paul Sebring and I need your help to do this. In an effort to make it as painless as possible for you we would like to establish the following annual routine for the working group leaders:

March 31 - Submit a progress report of work accomplished during January, February and March.

June 30 - Submit a progress report of work accomplished during April, May and June.

August 31 - Submit a plan of tasks expected to be accomplished in the next calendar year.

September 30 - Submit a progress report of work accomplished during July, August and September.

December 31 - Submit a progress report of work accomplished during October, November and December.

Please send the reports to me. They may be as detailed as you wish (we reserve editorial rights); however, two or three paragraphs will be sufficient. The report should contain an accurate and succinct summary of work accomplished or planned.

The responsible working group leaders are:

Sites - Buck Peery  
Antennas - Bill Horne  
Electronics - Dick Thompson  
Data Recording - Alan Rogers\*  
Monitor & Control - Barry Clark  
Correlator - Martin Ewing\*  
Data Processing - Bill Cotton  
Systems Engineering - Larry D'Addario  
Project Management - Bill Porter

\* Alan and Marty - The quarterly reports which you are required to submit under your subcontracts will suffice.

Thank you in advance for your help.