

Schedule for ICWG performance reporting					
STL = senior team leader					
LE = lead engineer					
ICWG = integrated control system working group					
Activities to be done by each ICWG member are highlighted in yellow.					
				Reports for:	
Day (approximate):	Task:	Resp.:	October	November	December
Friday before last Monday of month	Submit narratives and %-completes for individual lab's activity.	Each ICWG member		Fri Nov 27	
Last Monday of month	Decide on overall %-completes during weekly phone conference	Each ICWG member		Mon Nov 30	Mon Jan 4
COB last day of month	Submit %-completes to project scheduler (DPG to pass %'s on to Terry Sutton).	STL		Mon Nov 30	
COB ~2nd workday	Submit statused schedule to project management for schedule integration	STL		Mon Dec 7	Fri Jan 8
COB ~8th workday of month	Each individual lab to develop WBS Level 4 CPR data (BCWS, ACWP, BCWP, EAC, cost and schedule variances) and roll-up to WBS Level 3.	Each lab's proj. ctrls. person	Nov. 11	Mon Dec 14	Fri Jan 15
COB ~9th workday of month	E-mail the Integrated Controls (WBS 1.1.9.x, 1.9.1, & 1.9.2) actual costs to Dave Gurd.	Each ICWG member	Nov. 12	Mon Dec 14	Fri Jan 15
COB ~10th workday of month	Submit CPR narrative to project office	STL	Nov. 13	Mon Dec 14	Fri Jan 15
COB ~13th workday of month	Submit the CPR data to the project office in the roll-up spreadsheet.	STL	Nov. 18	Fri Dec 18	Fri Jan 22
COB ~18th workday of month	Project office issues the rolled-up report on the Web	Proj. office	Nov. 25	Tue Dec 29	Fri Jan 29