

11/05/96

To: Tom Causer
From: Tom Riggs

Re: Project planning materials from Phases 1 & 2 of IMS

Attached please find copies of several of the documents used in the IMS project for planning and control purposes. (These are extras so I do not need for you to return them.)

A table of contents follows:

Item 1 - Capabilities work plan adjustments 11/5/96

Item 2 - Phase 1 work plan adjustments 7/30/96

Item 3 - Detailed work plan for economics module 5/24/96

Item 4 - Detailed phase 1 work plan 5/15/96

Item 5 - IMS status report 9/9/96

As implied by the titles, items 4 and 2 were overall IMS work plans. We worked closely with BCG to develop these plans. These were periodically modified when needed to guide the work. Items 1 and 3 are examples of detailed module work plans - capabilities and economics, respectively. Each module team developed and used such a plan to guide their week to week activities. Item 5 was compiled every Monday morning as a monitoring and evaluation mechanism. Each of the module team leaders provided a written status report as input into the mechanism. (Example attached as last page.)

I am available to review any of this with you at your convenience. Please let me know if you need any further information.

