

64-202

Division 6 - Lincoln Laboratory
Massachusetts Institute of Technology
Lexington 73, Massachusetts

SUBJECT: Quarterly Progress Reports

TO: J. W. Forrester, R. R. Everett, D. R. Brown, S. H. Dodd, J. F. Jacobs,
A. P. Kromer, J. A. O'Brien, J. C. Proctor, E. S. Rich, N. H. Taylor,
C. R. Wieser, P. Youtz

FROM: C. W. Farr

DATE: May 19, 1955

The attached memorandum has been prepared jointly with F. P. Hazel, Report Editor, as a result of the request in Group Leaders' Meeting for C. W. Farr to assist temporarily in QPR preparation.

Our difficulties in meeting report schedules are principally due to the displacement of report writing by high priority technical and administrative duties. If workable, the suggested procedure will reduce the report writing time required of technical people, improve promptness in report preparation and improve functional utilization of the talents of the Report Editor.

Suggested QPR procedure is issued to you herewith in draft form in order to obtain your constructive criticism.

PLEASE MAKE COMMENTS IN MARGIN AND RETURN DRAFT COPY PROMPTLY TO THE UNDERSIGNED.

C. W. Farr

C. W. Farr

CWF:rv

cc: F. P. Hazel

Memorandum

DRAFT

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SUBJECT: QUARTERLY PROGRESS REPORT

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FROM: C. W. Farr and F. P. Hazel

DATE: May 19, 1955

Quarterly Progress Reports for Division 6 covering the period
March - May 1955 are due at the Lincoln Publications Office June 15.

Discussion with interested persons has developed the following
suggestions to expedite QPR preparation:

1. Report Writing Objectives

State the objective of the work in progress.
Status and results to date.
Program for continuance (including schedules and coordination
with other work).

Technical details not required for the understanding of the over-all
picture should be written as separate reports and included in the QPR
proper by reference with only a brief summary of results. By this means,
they will become more easily accessible to their special audience while
imposing no obstacle to the general reader.

2. Organization of the Report

Probably the easiest way for most of us to write a report is to
sit down and start writing. It is considerably harder but quicker and
certainly produces a better report, to prepare first a random list of items
to be discussed, (to insure complete coverage,) then to arrange the list into
a topic outline presenting the material in logical sequence.

3. Suggested Reporting Procedure

To produce better reports and to save the time of Group Leaders and other technical personnel, the following report procedure is suggested:

- A. Topic outline prepared by Section Leader or other delegate of Group Leader.
- B. Topic outline reviewed and edited by Group Leader and returned to author for writing.
- C. First draft of report should be written rapidly from the outline. At this stage, technical personnel can save time by getting thoughts on paper as rapidly as possible without pausing for optimum words or the best editorial style. It is important that thinking be lucid and orderly and language be clear with emphasis on recording of facts rather than on literary style or even easy readability. Dictate the first draft, if possible; dictation discourages trivial changes in wording. Make necessary changes in pencil on the typewritten copy of the draft.
- D. Report reviewed by Group Leader, approved and forwarded to Report Editor. (Pending receipt of security clearance for Hazel, the Lincoln Laboratory Publications Office will continue to edit classified reports from Division 6; C. W. Farr will assist as necessary.)
- E. Report reviewed by Report Editor and returned to Group Leader for approval of editorial changes.
- F. Division Head approval obtained and report scheduled for reproduction and distribution.

4. Meeting the Schedule

Our difficulties in meeting report schedules are principally due to the displacement of report writing by high priority technical and administrative duties. Following are suggestions to break the bottleneck:

Each Group Leader should delegate one staff member as Report Coordinator responsible for planning, scheduling, coordination and follow-up of the Group QPR. (It is not intended to interfere with current practice in smaller groups, for example in Group 66, where the Group Leader has personally prepared the QPR.)

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Each Group Report Coordinator should prepare a schedule showing the sections of the group report, author's name and the objective date for steps A, B, C, and D.

The Division 6 Report Editor will confer with the Group Leaders and Report Coordinators and help when delays arise.

Additional copies of this memorandum are available for Group Report Coordinators and others concerned with QPR writing.

Signed


C. W. Farr


F. P. Hazel

CWF:FPH:rw