

Roach

MULTICS TASK REPORT

MTR-001

DATE: September 17, 1973
TO: DISTRIBUTION
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SUBJECT: MULTICS TASK REPORTS

Effective immediately, the status of all ongoing development projects contributing to the Multics product and all newly authorized projects described by approved Multics Change Requests will be reported in monthly Multics Task Reports (MTR's).

The typical MTR for a project will consist of a few paragraphs of narrative describing significant events--progress, problems, schedule changes--during the previous month. Work currently under way should also be summarized. This portion of the report should rarely exceed one or two pages.

The narrative section will be followed by one or more pages of task schedule information for all tasks in the project. The GROUP entry should be Multics Development Unit, Language Systems Development Unit, Programming Development Office, Computer Systems Research, etc., depending upon the organization in which you work. The PROJECT name should be descriptive of the work being done. Note that each set of related tasks should be identified by a Multics Change Request (MCR) number. A sample task sheet is attached.

Tasks should be sufficiently small pieces of work that they can be understood easily and scheduled reliably. Task descriptions should be self-explanatory. For Personnel, enter the names of the people assigned to the task. For the Start and Finish Dates, enter the original estimate in the upper portion of the box; as the task progresses, enter the actual Start and Finish Dates in the lower portion of the box. Similarly, enter estimated and actual expenditure of effort in man-weeks in the next box; this is not the real time expended, but rather the amount of actual effort applied.

Finally, for each task report any change in actual status (progress, delay, task redefinition, etc.) or projected status (delay in start, cancellation of task, etc.). Place an asterisk (*) in the final column whenever some item in the task description

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has changed since the previous report (including new items).

When a task has been completed, report its completion in the Multics Task Report (flagging the status with an asterisk) and then remove it from all subsequent Task Reports.

Occasionally Multics Task Reports not following this format will be issued to describe long range plans, installation strategies, overviews and other general planning and scheduling information.

