

TO: NB (02B) (03B)
FROM: (01B)
6/16/81

The computerized PS-03 is developed from people's individual PS-02's. These are updated every week and re-run for people. They should be returned every week ~~WHEN DONE~~ with notation as to whether the assignment has been completed, postponed, re-scheduled, re-prioritized, aspects remaining, reason --- as indicated on the form.

To note, in developing the due date this is taken from the EST plus the duration. Also to note, only the major subsets of the task code are entered e.g. 504(01) is entered as a task assignment but not 504(01)A, 504(01)B, etc.

People should be developing PS-02's on all aspects of the work they are responsible for as explained in recent communications on the PSSC.