

PREPARED BY: [REDACTED]		DATE PREP: 11 Feb		HUMAN RESOURCES SYSTEMS TASK SCHEDULE & ESTIMATE				HRS-FORM 1	
DATE SUBMITTED FOR REVIEW: 13 Feb 70		DATE REVIEW: 16/70							
REVIEWED BY: [Signature]		DATE REVIEW: 16/70		PROJECT: Staffing		TASK RESPONSIBILITY		ASSIGNED PERSONNEL	
Phase : Analysis		TYPE		MAN DAYS TO COMPLETE		START		COMPLETE	
TASK DEFINITION		SA	P	ESTM	ACT	SCHED.	ACT.	SCHED.	ACT.
3.1 Information Requirements Analysis		X		10		11 Feb 70		25 Feb 70	
A. Prepare Form 3178a - Conditional Control Matrix Sheet									
B. Prepare form 3178b - Conditional Control Memo Sheet									

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REVIEWED BY: <i>[Signature]</i>		DATE REVIEW: 2/16/70							
SYSTEM: STAFFING									
PROJECT: STAFFING									
Phase : Analysis									
TASK DEFINITION	TYPE		MAN DAYS TO COMPLETE	START		COMPLETE		TASK RESPONSIBILITY	ASSIGNED PERSONNEL
	SA	P		ESTM	ACT	SCHED.	ACT.		
3.2 Forms Analysis	X		13		26 Feb 70		12 Mar 70		
A. Form 261									25X1A
B. Form 1023									
C. Block Delete Form									

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PROJECT: STAFFING
 Phase : Analysis

TASK DEFINITION	TYPE		MAN DAYS TO COMPLETE		START		COMPLETE		TASK RESPONSIBILITY	ASSIGNED PERSONNEL
	SA	P	ESTM	ACT	SCHED.	ACT.	SCHED.	ACT.		
3.3 File Analysis	X		15		13 Mar 70		27 Mar 70		[REDACTED]	
A. Prepare Form 3178 - Field Reference Control Sheet										25X1A
B. Prepare Form 2968 - Record Format Description										

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SYSTEM: STAFFING			
PROJECT: STAFFING			
Phase : Analysis			

TASK DEFINITION	TYPE		MAN DAYS TO COMPLETE		START		COMPLETE		TASK RESPONSIBILITY	ASSIGNED PERSONNEL
	SA	P	ESTM	ACT	SCHED.	ACT.	SCHED.	ACT.		
<p>3.4 Report Analysis</p> <p>Analyze the 59 reports assigned to the Staffing project and determine with the user what modifications, if any, are necessary.</p>	X		30		30 Mar 70		17 Apr 70		[REDACTED]	25X1A

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TASK DEFINITION	TYPE		MAN DAYS TO COMPLETE		START		COMPLETE		TASK RESPONSIBILITY	ASSIGNED PERSONNEL
	SA	P	ESTM	ACT	SCHED.	ACT.	SCHED.	ACT.		
3.5 Conversion Plan Analysis	X		16		20 Apr 70		29 Apr 70		[REDACTED]	25X1A
A. Machine Conversion										
B. Manual Conversion										

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PROJECT: STAFFING
 Phase : Analysis

TASK DEFINITION	TYPE		MAN DAYS TO COMPLETE		START		COMPLETE		TASK RESPONSIBILITY	ASSIGNED PERSONNEL
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3.6 Preliminary and Alternative Design Recommendation	X		46		30 Apr 70		1 Jun 70		[REDACTED]	25X1A

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DATE SUBMITTED FOR REVIEW: 13 Feb 70										
REVIEWED BY: D		DATE REVIEW: 2/16/70								
SYSTEM: STAFFING										
PROJECT: STAFFING										
Phase : Analysis										
TASK DEFINITION	TYPE		MAN DAYS TO COMPLETE		START		COMPLETE		TASK RESPONSIBILITY	ASSIGNED PERSONNEL
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3.7 Management Presentation	X		14	-	2 June 70		10 June 70		[REDACTED]	25X1A