

PREPARED BY: [REDACTED] DATE PREP: 2-11-70
 DATE SUBMITTED FOR REVIEW: 13 FEB 70
 REVIEWED BY: DATE REVIEW:

HUMAN RESOURCES SYSTEMS
 TASK SCHEDULE & ESTIMATE

HRS-FORM 2

Page 1 of 7

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. | | |
| 3.1 Information Requirements Analysis | X | | 10 | | 11 Feb 70 | | 25 Feb 70 | [REDACTED] | |
| A. Prepare Form 3178A - Conditional Control Matrix Sheet | | | | | | | | | |
| B. Prepare Form 3178B - Conditional Control Memo Sheet | | | | | | | | | |
| C. Coordinate with other Group Leaders in the preparation of above forms | | | | | | | | | |

25X1A

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| | SA | P | ESTM | ACT | SCHED. | ACT. | SCHED. | ACT. | | |
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| <p>3.2 Forms Analysis</p> <p>A. Determine the feasibility of incorporating Form 261, Form 1023 and the Block Delete Form into one multi-purpose form.</p> <p>B. Design a preliminary version of the new Staffing Authorization Form.</p> | X | | 13 | | 26 Feb 70 | | 12 Mar 70 | | [REDACTED] | 25X1A |

| PREPARED BY: [REDACTED] | | DATE PREP: 2-12-70 | | HUMAN RESOURCES SYSTEMS TASK SCHEDULE & ESTIMATE | | | | HRS-FORM 1 | | |
|---|--|--------------------|---|---|-------|-----------|----------|-------------|---------------------|--|
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| Phase : Analysis | | | | | | | | | | |
| TASK | DEFINITION | TYPE | | MAN DAYS TO COMPLETE | START | | COMPLETE | | TASK RESPONSIBILITY | ASSIGNED PERSONNEL |
| | | SA | P | | ESTM | ACT | SCHED. | ACT. | | |
| 3.3 | File Analysis | X | | 15 | | 13 Mar 70 | | 29 Mar | | [REDACTED] |
| A. | Design preliminary file layout | | | | | | | | | 25X1A |
| B. | Prepare Form 3178 (Field Reference Control Sheet) | | | | | | | | | |
| C. | Prepare Form 2968 - Record Format Description | | | | | | | | | |
| D. | Prepare list of data items that have been added and deleted and reasons. | | | | | | | | | |

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| PREPARED BY: [REDACTED] | DATE PREP: 2-12 | HUMAN RESOURCES SYSTEMS TASK SCHEDULE & ESTIMATE | HRS-FORM 1 |
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| 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 Reports Analysis</p> <p>A. Prepare a matrix of the 59 reports assigned to the Staffing project and all the data items within the reports to determine multiple occurrences of data items.</p> <p>B. Determine the feasibility of incorporating several reports into one.</p> <p>C. Analyze the 59 reports assigned to the Staffing Project and coordinate with the Office of Personnel to determine what modifications, if any, are necessary.</p> | X | | 30 | | 30 Mar 70 | | 17 Apr 70 | | [REDACTED] | 25X1A |

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| PREPARED BY: [REDACTED] DATE PREP: 2-12 DATE SUBMITTED FOR REVIEW: <i>13 FEB 70</i> | HUMAN RESOURCES SYSTEMS TASK SCHEDULE & ESTIMATE | | | | HRS-FORM 2 Page <i>5</i> of <i>7</i> | | | | | |
| REVIEWED BY: _____ DATE REVIEW: _____ SYSTEM: STAFFING PROJECT: STAFFING Phase : Analysis | TYPE SA P | | MAN DAYS TO COMPLETE ESTM ACT | | START SCHED. ACT. | | COMPLETE SCHED. ACT. | | TASK RESPONSIBILITY | ASSIGNED PERSONNEL |
| 3.5 Conversion Plan Analysis Organize a conversion plan to convert data from the old system to the new system. | SA | P | 16 | - | 20 Apr 70 | - | 29 Apr 70 | - | [REDACTED] | 25X1A |

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| | | | | | | | | | | |
| 3.6 Preliminary and Alternative Design Recommendation A. Investigate micro-film and microfiche systems to determine feasibility of archiving the Position Control Register. B. Prepare preliminary and alternative design recommendation. | | | 46 | | 30 Apr 70 | | 1 June 70 | | [REDACTED] | 25X1A |

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| | SA | P | ESTM | ACT | SCHED. | ACT. | SCHED. | ACT. | | |
| 3.7 Management Presentation Prepare management presentation and brief management as required. | X | | 14 | | 2 June 70 | | 10 June 70 | | | 25X1A |