10 March 1988

MEMORANDUM FOR:

FROM   :   STAT

SUBJECT   : Review of missing functionality

     1. The CLAS Supply Team would like to suggest an approach to help identify the missing functionality within the Cullinet software and provide project management with a better understanding of the problems encountered.

     2. It is suggested that a weekly all-hands project meeting be scheduled for one and half hours to review the functional requirements on the RTM that have a status code of "F" failed – does not satisfy functional requirements. The meetings would initially focus on those requirements considered essential by management in a production environment. Under this proposal, the team leader responsible for that function would prepare a ten to fifteen minute briefing on the identified function. The briefing would include an explanation of the current procedures, explanation of Cullinet procedures, pinpointing of problems, possible solutions, and finally a project review. This briefing and review would provide the opportunity for project management and team members to acquire a meaningful perception of the missing functional requirements. The exchange of information may inspire new ideas or approaches from individuals within the project.

     3. Cullinet representatives and project managers must be active participants and provide the appropriate guidance. Any new approaches on "different methods of doing business" will require coordination within the functional areas of responsibility.

     4. Additional details will be provided if required.

Thank you,

STAT

Page Denied

Next 8 Page(s) In Document Denied