PROJECT "P" PROCEDURES

A. Monday (or first day of work week):

    1. Post SRV task.✱
    2. Get sources' initials.

B. Thursday (or day before last day of work week):

    1. Reports due in from sources.
    2. Extrapolate relevant summary statements from reports.

C. Friday (or last day of work week):

    1. Summary statements due to operations for record.
    2. Place all session results in "P" file.

D. Following Monday (or first day of work week):

    1. Record "target data" in record book.
    2. Check for matches between source data and target data.
    3. If a source is successful, provide "feedback" as
follows:

        a. Tell source that he was specifically directed to
        report on _____.

        b. Do not tell source the overall nature of Project
        "P" or show him what is being used as "target data."

    4. See A., above.

✱NOTE: For "target data" date use the following Monday or first
day of work week.