



Memorandum

To: D. Heth
From: E. Gagliardi, G. Hollis, T. Singh, C. Tyrwhitt-Drake
Date: 9/25/05
Re: Milestones and Standards of Quality

1. Project Decomposition

The project has been broken down into eight main components:

- A) CJSR
 - Group Orientation Visit: **October 28, 2004 @ 3:30 p.m.**
 - Post-meeting recap
 - Book studio time / resources
- B) Contact potential interviewees
 - Initial assessment (i.e. who is available / willing to contribute)
 - Develop specific interview questions
 - Schedule interview dates
- C) Brainstorm / literature review
 - Review literature
 - Consult experts
 - Select interviewees
 - Develop scientific emphases of show
- D) Develop general layout of the script
 - Topics / arguments / evidence
 - Define the overall theme of show
- E) Interviews
 - Conduct interviews
 - Upload interviews to common storage
- F) Develop Content
 - Synthesize sources
 - Develop the show's narrative
 - Finalize the script
- G) Post-Production

- Choose and insert sound effects
- Choose and insert music
- Compose the narrative and audio components
- Edit & normalize the file

H) Final Review

- Master the show & create discs

Note: Component 2 will run concurrently with components 3 and 4.
Components 5 and 6 will be run simultaneously.

2. Milestones

Research will consist of the following components:

Component A:	Oct. 21 – Mar. 03
Component B:	Oct. 21 – Dec. 09
Component C:	Oct. 21 – Nov. 18
Component D:	Nov. 18 – Dec. 09
Components E and F:	Dec. 09 – Jan. 06
Component G:	Jan. 06 – Feb. 24
Component H:	Feb. 24 – Mar. 03

Note: For information on control gates, not included in the above milestone timeline, see the “Control Gates” section below.

3. Standards of Quality

Quality Control

At least one day before each component deadline all group members are expected to attend an end-of-component meeting. During this meeting, each member, in turn, is expected to critique all finished works generated during the component, by means of either a written critique (prepared beforehand), or orally. Once a member has completed critiquing the component’s finished materials, he or she will assign said materials an overall grade, choosing from one of the four following categories:

- Exceptional
- Acceptable
- Revise – Review during meeting
- Revise – Re-submit

All critiques which call for revision are expected to outline reasonable methods for doing so.

In the event that the *Revise – Re-Submit* category is given during the majority of the critiques, the group will revise all materials of questionable quality during an emergency group meeting, held as soon as possible. Revision will be considered complete only when the majority of group members believe said materials are of “Exceptional”, or “Acceptable” quality, in accordance with the grading categories listed above.

Control Gates

All components will be considered incomplete until *group consensus* is established. Group consensus is established when all critiques deem the component either *exceptional* or *acceptable*, in accordance with the quality control categories listed above.

Until a component achieves group consensus, subsequent components are not to begin.

In addition, certain project components have been given risk control periods of varying length, in order to allow for any unforeseen occurrences during the process of developing a radio show. These periods are listed below.

Component D End Date: Dec. 09 (**± 4 days**)
Components E and F End Date: Jan. 06 (**± 5 days**)
Component G End Date: Feb. 24 (**± 5 days**)

Communication

E-mail is to be the primary source of communication for group members to share ideas, resources, or files.

In the event that a situation occurs wherein e-mail does not prove adequate, a group member may utilize alternate methods of communication to contact other members (i.e. via telephone or instant messenger services). Unfortunately, e-mail communication can result in lost messages; if a group member believes that he or she has lost a message, alternate methods of communication should be utilized as soon as possible.

Invisibility / Assistance Procedures

If a group member is unable to attend meetings or contribute to the group for any reason, he/she is responsible for informing group members via e-mail or a phone call within three days; failure to do so will be considered as an act of *invisibility*. In the event that a group member goes “invisible”, the group will both divide the absent party’s workload equally amongst the remaining members, and inform higher management (i.e. Don and Melinda) of the situation.

If a group member requires assistance, he/she is encouraged to contact other group members as soon as possible. Initially, help will be administered on a volunteer basis. In the event that no group members are willing to volunteer, the group will make a collective decision regarding how help will be administered. Higher management will be consulted if no satisfying resolution can be found regarding a particular case. Reciprocity agreements will be made on a case-by-case basis, and are to be communicated to all group members, including those not directly involved in the situation.

Higher management is to be consulted for assistance if and only if:

- a. an group member consistently fails to meet deadlines (to the point where the group agrees that there is a problem);
- b. a group member goes “invisible”;
- c. any unforeseen circumstances emerge which lead the *entire group* to agree that higher management should be notified of the situation