

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.