



memo

SAMPLE TO ILLUSTRATE FORMAT

To: Natelle Dietrich, PSC; Brenda Wilbers, DNR
From: Tom Franks
Date: September 2, 2010
Copy: Fred Coito & Kristina Kelly, KEMA; Gwen Mizell, GSM Development
Subject: **SAMPLE** Status Update, August 2010 **SAMPLE**

Invoice Support

The invoice dated XXXX represents work undertaken during this reporting period as follows :

- I. Task 001 – Kickoff Meeting
 - A. Prepared materials for kickoff meeting
 - B. Two representatives from KEMA and one from GSM attended 8/4 meeting in Jefferson City with PSC/DNR representatives.
 - C. Preparation and distribution of draft summary notes
- II. Task 002 – Work Plan
 - A. Prepared and delivered draft work plan on 8/13
 - B. Developed data requirement summary and form for PSC/DNR
 - C. Set and scheduled day and time for weekly check-in call with PSC/DNR
 - D. Participated in review during 8/18 agenda
 - E. Revised per comments
 - F. Resubmitted on 8/30
 - G. Finalized on 8/31
- III. Task 003 – Baseline Data Development – No activity
- IV. Task 004 – Measure Data Development – No activity
- V. Task 005 – Additional Data Development – No activity
- VI. Task 006 – Potential Assessment – No activity
- VII. Task 007 – Final Report – No activity

Work Anticipated During Next Reporting Period

- I. Task 001 – Kickoff Meeting – None – Task Completed
- II. Task 002 – Work Plan – None – Task Completed
- III. Task 003 – Baseline Data Development
 - A. Begin collection of public data
 - B. Begin collection of MO specific data

- C. Review data collected
- D. Begin formatting data for input into tool
- IV. Task 004 – Measure Data Development
 - A. Begin collection of public data
 - B. Begin collection of MO specific data
 - C. Review data collected
 - D. Begin formatting data for input into tool
 - E. Prepare and present interim memo to PSC
 - F. Participate in interim review meeting
- V. Task 005 – Additional Data Development
 - A. Begin collection of public data
 - B. Begin collection of MO specific data
 - C. Review data collected
 - D. Begin formatting data for input into tool
- VI. Task 006 – Potential Assessment - None – Precursors on critical path pending completion
- VII. Task 007 – Final Report – None – Precursors on critical path pending completion

Issues

This section primarily lists issues by task that may:

- Require PSC/DNR approval or decision;
- Affect the schedule or budget; and/or,
- Affect the detail or accuracy of the final product

Where such issues exist, this section includes a proposed means of resolution and the responsible parties.

- I. Task 001 – Kickoff Meeting – None – Task Completed
- II. Task 002 – Work Plan – None – Task Completed
- III. Task 003 – Baseline Data Development
- IV. Task 004 – Measure Data Development
- V. Task 005 – Additional Data Development
- VI. Task 006 – Potential Assessment - None – Precursors on critical path pending completion
- VII. Task 007 – Final Report – None – Precursors on critical path pending completion

Action Item Summaries

Pending From Past Status Updates

Task #	Item/Issue Description	Activity	Responsible Party	Date Required	Date Completed

Developed in this Status Update

Task #	Item/Issue Description	Activity – means of resolution	Responsible Party	Date Required

Summary

[Status of budget, schedule, work progress, and resource availability, either stating compliance within expected ranges or variances and means of resolving them by task or issue.]

Please provide your comments, direction, and/or contact me with questions at your earliest convenience.

EXAMPLE