STATUS TRACKING SYSTEM FOR REPORTS

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The program DGR03 "Status of Langley Formal Reports" was developed to aid the Research Information and Application Division (RIAD) in tracking the progress of NASA formal reports through the review cycle.

This review cycle (Figure 1) was established by Langley Management in NACA days as a control for Langley's final product: its research reports. The cycle is divided into 5 main stages with substages in each. In the 1960's, 180 days were arbitrarily set as the optimum time for completion of the cycle. More recently (in the 1980's), management decided that the cycle could be completed in 165 days.

Accordingly, the 165 days were allotted to the 5 stages as shown on the slide, beginning when the Division sets up a technical editorial committee and ending when Publications Branch mails the printed report.

Mailing of the report is considered the "target date." Before the days were allotted to various organizations, reports could lie around for months, then typing and printing would have to take up the slack to meet the target date. Until the BDSD program was established, the Research Information and Applications Division was responsible for keeping records and calculating for every report in the system the target date, the number of days and the calendar dates for each stage, the number of reports published in a calendar year, and the total number of printed pages. In addition, these numbers for all the reports were averaged by hand to give average days for each stage every month. At the end of the year, averages were calculated for each stage based on the total number of reports published. With the program DGR03, clerical personnel from various branches in RIAD input all the data using NATURAL language and on-site terminals (MEMOREX 1377). Printouts are requested remotely and are delivered by the messenger service. The usual procedure is to update each stage and request printouts weekly.

The figures shown are representative of the computer printouts [raise printouts] but have been modified for the sake of brevity and legibility. Only one line from each of the six sections is shown. Figure 2 shows the papers in Editorial Review, which means they are in the technical review stage in the originating division. The Technical Editorial Committee meets and makes recommendations to the author. The author then revises the paper for concurrence of line management and the TEC chairperson. All this is supposed to occur within 49 days. Then the paper is due in the Technical Editing Branch. The target date shown on the right is 165 days from the date it "left division." The information shown at the top appears on all the printout pages but has been omitted from the slides.

Figure 3, "Papers in Technical Editing" is concerned mainly with the date the report is received in Technical Editing (TEB) and the date the author is called for the interview with the editor. The time allotted between these two dates is 29 days. The report is again charged to the author until the discussion with the editor is completed and final figures are prepared. When the editor has the rough draft marked and the final figures ready, the report goes to Technical Documentation for final typing (Figure 4). Again the days from "Typing received" until the report is "mailed to author" are the days that are counted; 23 was the number allotted here.

After the report is typed and the author performs the final review, the next stage is "Finals in Technical Editing." (Figure 5). Here the report is proofread for typos, then the author's corrections are incorporated and the report goes back to typing for final corrections. The days (7) are counted from "author copy received" to "shipped to Printing Control (PC)." The sample on the slide is not going to make the target date.

Printing Control (Figure 6) represents the printing and mailing (distribution) by the Publications Branch. The time allotted for this step is 20 days. The report shown here was mailed about 6 weks before its target date.

Program DGR03 next gives processing days for all reports with the number of actual days in each of the steps you have just seen. (Figure 7). The report is separated by research organization (division) and those days that exceed the allotted times are flagged.

After the days for each report in each division are shown, the averages are displayed (Figure 8). The averages are for all the reports in the period to date, which is the same as the year to date, and are computed when the reports are mailed ("mail-out date"). This report can be very unnerving. Many of the reports that were processed last year (a bad year) were mailed in 1984, and there have not been enough reports with "good" figures mailed to bring the averages down yet.

Figure 9 gives totals, which are actual numbers of reports processed, edited, typed, and mailed for the year to date.

The report summary (Figure 10) was established for the research organizations to enable them to see actual dates. This summary report also is divided by research division and distributed to the divisions monthly. RIAD highlights those reports that are delinquent, and the research divisions find the causes for the delays.

This program has been an aid to RIAD in

- eliminating manual calculation
- providing visible data for everyone concerned with report processing
- eliminating the need to telephone divisions when reports are delinquent

The program can also provide information on the number of reports in any stage of the system at any period. This can be advantageous to compare, for example, the number of reports in Technical Editing for the first quarter of 1983 with the number for the first quarter of 1984.

A future refinement would be the capability to give an average of the total processing days at any stage during processing in addition to the average based on the reports mailed. For example, it would be desirable to know the average days in Technical Documentation for those reports typed in CY 84.

RIAD's use of the program would also be enhanced by having personnel with programming experience. Possibly, some of the clericals who input now could attend classes in programming in NATURAL.

REPORT REVIEW CYCLE

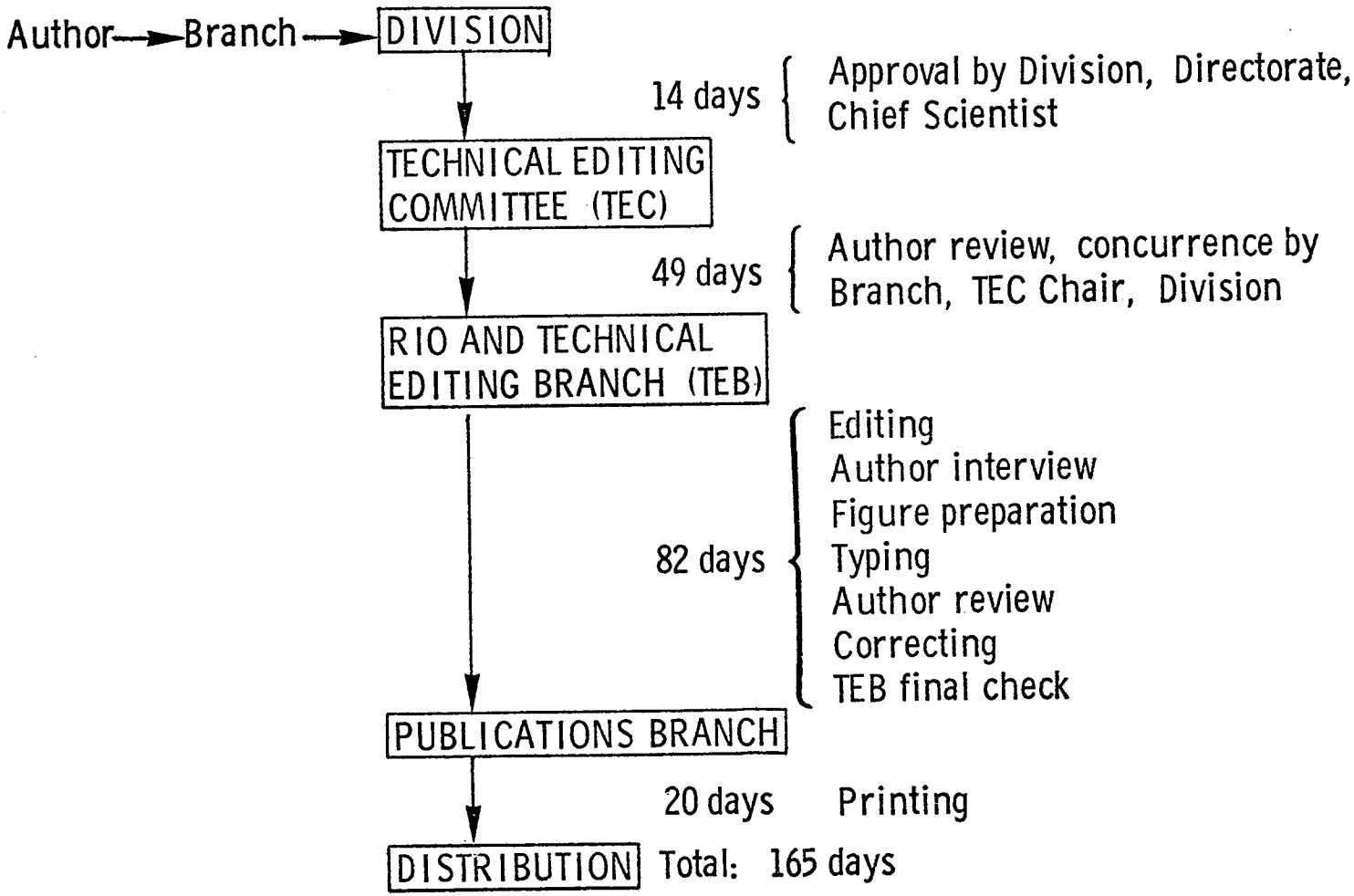

Figure 1

NASA-LRC-BDSD Report DGR03-01 Status of Langley Formal Reports Process Date 04/30/84

Data as of 01/01/84 to 04/27/84 Papers in Editorial Review Page 1

Flight Dynamics & Control Div					
author's name	L number classif	left division	meet date	due in TEB	target date
Grantham W D (TP)	15805 Unclas	04/23/84	05/16/84	06/25/84	10/05/84

Figure 2

Papers in Technical Editing

Transonic Aerodynamics Div							
author's name	L number classif	in TEB	assigned	days unassigned	editor	author called	target date
Chu J (TM)	15709 confid	04/12/84	04/18/84 042684 disc	006	WSM	04/24/84	04/29/84

Figure 3

Papers in Technical Documentation

Low-Speed Aerodynamics Div							
author's name	L number classif	typing rec'd	typing assigned	days unassigned	typist	mailed to author	target date
Grafton S B (TM)	15762 Unclas	04/20/84	04/20/84 37 pages	000	DLG	04/26/84	07/23/84

Figure 4

Finals in Technical Editing

Flight Dynamics & Control Div								
author's name	L number classif	report no	mailed to author	rec'd from author	typing assigned	rec'd from typing	shipped to PC	target date
Young J W (IP)	15696 Unclas	TP2293		04/20/84	04/20/84	04/26/84	04/30/84	04/20/84

Figure 5

Papers in Printing Control

Structures & Dynamics Div						
author's name	L number classif	report no	in prt control	mail out date	pages	target date
Thomson R G (TP)	15757 Unclas	TP2298	04/11/84	04/24/84	44	06/05/84

Figure 6

Processing Days

Loads & Aeroelast Div												
author's name	L number	TEC (014)	div (049)	TEB (029)	author (013)	typing (023)	author (010)	finals (007)	printing (020)	total RIAD (079)	total auth/div (086)	total (165)
Cunningham H J	15708 (TP)	16 *	91 *	12	32 *	13	6	6	16	47	145 *	192 *

Subsonic Kernel Function . . .

* Exceeds maximum number of days

Figure 7

Processing Days

formal reports (does not include CPS)	TEC (014)	div (049)	TEB (029)	author (013)	typing (023)	author (010)	finals (007)	printing (020)	total RIAD (079)	total auth/div (086)	total (165)
mailed total PTD 47	838	4064	1923	1414	1179	555	290	815	4207	6871	11078
average days	18*	86*	41*	30*	25*	12*	6	17	90*	146*	236*

*Exceeds maximum number of days

Figure 8

Period-to-Date/Year-to-Date Totals

processed		edited		typed		mailed	
PTD	YTD	PTD	YTD	PTD	YTD	PTD	YTD
70	70	68	68	61	61	53	53

Figure 9

Formal Report Summary

Acoustics & Noise Reduction Div										
author's name	L number	left division	ed meet date	in TEB	author called	typing rec'd	mailed to author	rec'd from author	shipped to PC	mail out date
Leatherwood J D	15745 (TP)	01/05/84	01/23/84 *	02/15/84	02/28/84	03/12/84	03/22/84	04/02/84 *	04/04/84	04/16/84

A Computer Program for Vehicle Ride Quality

* Exceeds maximum number of days

Figure 10