

MEMORANDUM

18 July 1957

To: Members, HARVEST Ad Hoc Group

Subject: Suggested Form of Programmers' Report

I. Summary of Problem Requirements.

- a. Short title or brief description of job.
- b. Given (information description, volume, format, job unit)
- c. Operations on data.
- d. Answer(s) required (estimated number of answers, format, etc.)

II. Estimate.

- a. Time (Basis, variations if any)
Analyze breakdown of estimate if possible.
- b. Similar estimate for existing equipment if known.

III. Evaluation.

- a. Adequacy of system features.
- b. Flexibility for job variations.
- c. Noteworthy advantages of System.
- d. Noteworthy disadvantages of System.
- e. Recommended changes.