

MEMORANDUM

TO: Lester Snow
Steve Yeager
Dick Daniel
Rick Soehren
Rick Woodard
Rob Cooke ✓
Mary Scoonover
Dave Fullerton

FROM: Michael G. Heaton *Heaton*

DATE: November 14, 1997

SUBJECT: Request for Review and Comment
on Draft Assurances Proposal

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Attached is a copy of the current working draft of the Assurances Proposal Discussion Paper. We need to have some idea of whether we are tracking with the program content. Specifically, we need some guidance on these questions. (Same questions as in my memo of Nov 3.)

1. How will you know if/when the program is successful? What performance measure or indicators will you look at to make that decision?

2. At what point or points in time, over the life of the program will you look at performance measures or indicators? What are the benchmarks or milestones? Will the program be phased? At this point, do you know how it will be phased?

3. Do you have an implementation schedule worked out?

4. What happens if the performance measures or indicators show that the program is not achieving its goals and objectives? What happens if the program does not reach its benchmarks or milestones? What happens if the program does not stay on its implementation schedule? Are there contingency plans?