

H. 532 Study Support

Monthly Progress Report Period Covering January 1, 2007 to January 31, 2007

Prepared for:

CLF Ventures

Prepared by:

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Overview:

The Section 5 RFP describes two Phases for the Section 5 study, with six tasks delineated for Phase I. These tasks are as follows (as paraphrased from the RFP):

Phase I: Initial Evaluation and Review

- i. Kickoff meeting
- ii. Define parameters / scope of study
- iii. Conceptualize data needs and expectations re: study parameters
- iv. Analyze existing data and studies
- v. Phase I report
- vi. Development of Phase II recommendations

Phase II: Further Studies

Progress on Phase I and Phase II Tasks:

Activities and Milestones

- Phase I Tasks were completed in January 2007
 - Comments received on Phase I draft topic reports from Oversight Team members were reviewed and appropriate/discretionary changes were made to the Phase I report sections to clarify information and correct technical errors/misunderstandings re: existing data/information;
 - A draft of the complete Phase I Report was provided to the Oversight Team for review including the addition of an Executive Summary to the Phase I Report;
 - Additional calls and meetings were held with Oversight Team members to discuss their specific comments on the Phase I draft topic reports;
 - The Phase I Report findings were presented to the Oversight Team in a meeting held January 24, 2007, with the Project Team represented by David Adilman, Laura Green, Peter Zeeb, and Stephen Zemba;
 - The final Phase I Report was prepared with additional (limited) changes made in response to additional Oversight Team comments (as solicited by the Project Team).
- Phase II Tasks were initiated in force
 - The January 24, 2007 meeting also included discussion of preliminary plans for Phase II activities designed to collect additional data necessary for the Section 5 study;
- Work began on development of Workplans designed to guide collection of Phase II data.

A completion matrix of Phase I tasks follows (tasks completed in previous periods are shaded):

Phase I Task	Task Activities	Estimated
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		Initiated	Progressed	Completed	Completion
i.	Kickoff meeting			X	100%
ii.	Define parameters / scope of study			X	100%
iii.	Conceptualize data needs and expectations re: study parameters			X	100%
iv.	Analyze existing data and studies			X	100%
v.	Phase I report		X	X (pending production)	100%
vi.	Development of <i>preliminary</i> Phase II recommendations		X	X	100%
Phase II Tasks		Task Activities			Estimated Completion
		Initiated	Progressed	Completed	
i.	Detailed plans for Phase II data collection	X	X		25%
ii.	Phase II Workplans	X			5%

Project Issues:

- Outstanding Issues
 - None
- Issues Identified During the Period
 - A need/desire to meet with individual Oversight Team members/groups was identified to allow for greater discussion of comments
- Issues Resolved During Period
 - A preliminary plan for Phase II scheduling was established at the January 24, 2007 meeting with the Oversight Team, targeting late February for draft Phase II Workplans
 - Meetings/conversations were offered to Oversight Team members to discuss comments on Phase I topic reports

Anticipated Work:

- Detailed planning of the Phase II Workplans will ensue in February 2007

