

April Forecast – Due 4/21/2017

- E-mail will be sent on 4/5 with instructions for both activities, forecast templates in TC available
- Forecast:
 - Focus is to stay at or below budget
 - Requests over budget need FCR, not guaranteed approval
 - Notify Luisella of impact on P6 schedule
 - Should incorporate any changes in your goals/milestones
- Quarterly report:
 - High level remarks on goals, supply detail separately
 - Transfer the new timeframes from Gantt Chart to column titled “New Duration @ End of Q2”