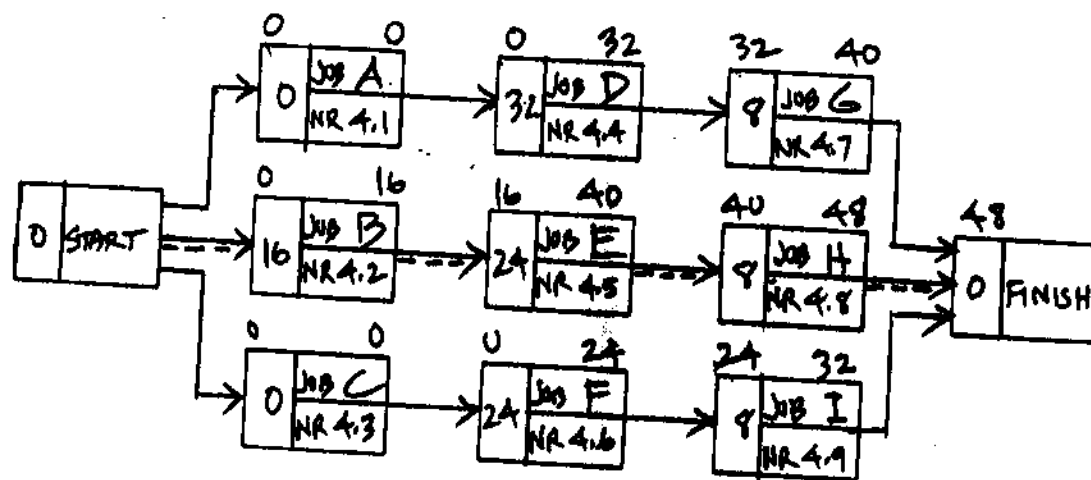
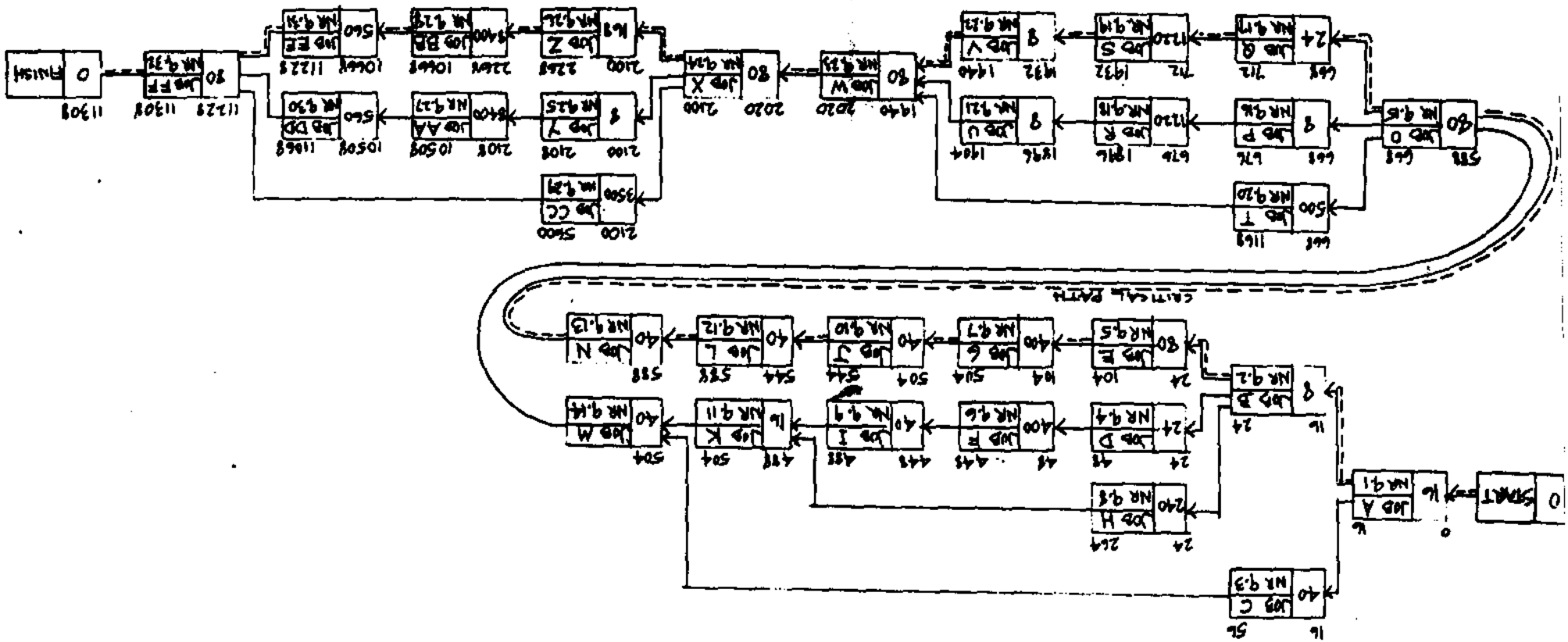


PERT CHART - WORK ELEMENT 4.0



LEGEND: - - - - - CRITICAL PATH

PERT CHART - WORK ELEMENT N.R. 9.0



DIVISION OF PARKS AND RECREATION
WORK PLANNING PACKAGE
CHECK SHEET

PACKAGE NUMBER ASSIGNED: _____

INITIAL SCREENING: _____

ATTACHMENT ONE

ATTACHMENT TWO, WITH PERT CHART

ATTACHMENT THREE, WITH ZEROXED
LEGISLATION

INITIAL PROPOSAL SCREENED BY: _____

PROPOSAL PREPARED BY: _____ PHONE: _____

WORK ELEMENT TITLE: _____

DATE RECEIVED: _____ RECEIVED BY: _____

DATE SCHEDULED FOR SENIOR STAFF REVIEW: _____

SENIOR STAFF ACTION

____ APPROVED AND ACCEPTED WITHOUT FURTHER ACTION. TO BE SCHEDULED FOR WORK.

____ ADDITIONAL INFORMATION TO BE PROVIDED BY PREPARER. RESCHEDULE FOR FURTHER
DISCUSSION ON _____.

____ SEND PACKAGE TO TECHNICAL COMMITTEE FOR ANALYSIS. RETURN TO SENIOR STAFF BY
_____.

____ SEND PACKAGE TO BUDGET OFFICER FOR FISCAL NOTE. RETURN TO SENIOR STAFF BY
_____.

____ HOLD, PENDING DISCUSSION WITH DEPARTMENT. PLACE ON TRACKING SYSTEM.

____ REJECTED.

____ OTHER. _____

DIVISION OF PARKS AND RECREATION
WORK PLANNING PACKAGE
ATTACHMENT ONE

NAME OF PROPOSER: _____ PHONE: _____

CHECK ACTION: _____ ADD _____ REVISE ELEMENT

CHECK WORK ELEMENT CATEGORY: _____ NR _____ PP _____ AE _____ AP _____ QE

TITLE: _____

LIST JOB STEPS NECESSARY TO COMPLETE WORK, IN SEQUENCE.

JOB STEP NO.	JOB DESCRIPTION

YES NO

TOTALS: