

DEPARTMENT OF DEFENCE

MINUTE PAPER

REFERENCE:

99

SUBJECT:

To: SMT, SMT2, SMO, AF, AP, CH, CHR, STE

For Information: ADS, ADA, ADC, ADD, SE

MARSIK PROJECT CONTROL

1. The first meeting of the MARSIK Project Committee will be held in SM Training Room on Monday 2 July at 1400. All action addressees of this minute are asked to attend.
2. Draft terms of reference for the Project Committee and a suggested Agenda for the first meeting are attached.
3. The MARSIK Steering Committee (ADD, ADC, ADS, ADA, SM) meets on the first Friday of each month. It is suggested that the Project Committee be prepared to meet regularly on the Monday before that Friday, and more often if required.



SM

27 June 1984

MARSIK PROJECT COMMITTEE

Meeting 1.

AGENDA

1. Review draft terms of reference.
2. Review Draft Implementation Plan with comments already received. Prepare agreed version for Steering Committee.
3. Review Implementation Schedule. Prepare agreed version for Steering Committee.
4. Review responsibility matrix.
5. Complete current project review.

MARSIK PROJECT COMMITTEE

Terms of Reference

1. Review project progress and adherence to schedule, identify problem areas and initiate appropriate action. Facilitate effective coordination between project participants where necessary.
2. Prepare reports on the current status of the project for submission to the MARSIK Steering Committee and all project participants.
3. Identify new tasks and allocate responsibility as required.
4. Ensure that policy issues are identified and presented to the Steering Committee.