American Foundry Society

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##### AFS Research Quarterly Status Update Policy

Revision Date: May 25, 2022

**AFS Ex-Officio**

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To: AFS Technical Council, AFS Research Project Steering Committee Chairs and AFS Research Project Principal Investigators

SUBJECT: **AFS Funded Research Quarterly Status Report Policy**

The AFS Research Board has asked that the AFS Technical Department review the new Status Level coding Chart and framework for submission of the AFS Research Quarterly Status Update Reports. The Research Board feels that it is extremely important that a strong steering committee team manages all AFS sponsored and supported research. This team should be identified, active, and engaged. The quarterly progress of these projects needs to be documented, reviewed and then shared inside the AFS Technical Community. That is why they have asked that the AFS Technical Department outline the procedure and steps that this reporting must take.

1. **Communication Flow and Timing For Status Update Reports:**
   1. It is the responsibility of the Steering Committee Chair of the approved AFS Research Project to either report on a Quarterly basis or approve a report prepared by the project’s Principal Investigator of the current status of that project.
   2. The report should be accurate and concise but cover these key items: Accomplishments from the last quarter, Plans for the Current Quarter and Any Programmatic Concerns. This format can be seen in the attached example Status Update from project 12-13#05.
   3. This report must be completed and sent by the following dates each year: (Feb. 1, May 1, August 1, and Nov. 1). This report should include the Steering Committee’s recommended Color Status Level for the project. Timing is critical since we need this timing to compile all projects and then review with the Research Board.
   4. Please note, under the Color Code, that delayed reports will be automatically coded Yellow. Without status updates AFS must delay any progress billing till it can verify the task completions being billed.
   5. These status updates must be sent to the AFS V. P. Metalcasting Technical Services, [bbegan@afsinc.org](mailto:bbegan@afsinc.org) and AFS Sr. Technical Associate, [bwallace@afsinc.org](file:///C:\Users\bwallace\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\0BDLDD45\bwallace@afsinc.org).
   6. These Status Update Reports will then be reviewed with the AFS Research Board. They will then by consensus establish the Final project Status Code Color Levels.
   7. The report will be updated for any changes and this will then be distributed to AFS Research Board and included in the research reports provided for Technical Council meetings. AFS is investigating putting this report onto the AFS website.
   8. Any project that receives a Yellow Status rating for two consecutive reports (quarters) or slips to Orange or Red Status will require that the Steering Committee Chair and/or PI (Principal Investigator) of that project develop a written Action & Recovery Plan detailing how the issues will be resolved and the project will get back on track. This written plan must be emailed to the AFS V.P. Technical Services and Senior Technical Associate. The Steering Committee Chair and/or PI may be asked to review this plan with the Research Board via Conference Call at the next Research Board meeting.
2. **Status Level System and reasons for color status**

The criteria for four possible status levels are described below.

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| --- | --- |
| Green | * Steering Committee appears to be regularly interacting with the Principal Investigator (PI). * Quarterly Status Reports complete and on time. * Tasks completed and payment requests consistent with schedule. |
| Yellow | * Tasks not completed consistent with schedule. * Technical problem identified, solution formulated and in process of being resolved. * Payment requests behind schedule or no-cost extension requested. * Slow response to inquiries from Steering Committee and/or Principal Investigator. * Quarterly Status Report delayed. * Any project that was Orange or Red the previous quarter. |
| Orange | * Plant trials or sponsor contributions delayed. * Technical problem with no identified solution. * Need/request for redefinition of tasks of project scope. * Communication only between Principal Investigator and Research Board. |
| Red | * No evidence of technical progress. * Missing consecutive Quarterly Status Reports or two of last three quarters. * Sponsors not meeting commitments or withdrawing support. * No response to inquiries from Steering Committee and/or Principal Investigator. |

1. **Project Task and Completion Reporting**
   1. The Project Steering Committee Chair is responsible to report the completion of Contract tasks to the AFS V.P. Technical Services and AFS Sr. Technical Associate. Invoices for progress billing and tasks completed will not be processed till the Steering Committee Chair sends email/written verification to the AFS V.P. Technical Services and AFS Sr. Technical Associate.
   2. Upon Project completion, the Steering Committee Chair must send a final email verifying that the tasks and assignments have been completed.

We recognize that everyone is extremely busy and this is a voluntary effort. However, in order for AFS to have effective management of its research projects and funds available, we must have a consistent and uniform approach to project management. We look forward to working with all of the AFS technical Committees to continue to advance and improve our industry.

  

Brian Began Bo Wallace Andrew Bain

AFS V.P. Metalcasting Technical Services AFS Sr. Technical Associate Research Board Chairman

Attachments:

* Example Status Update from Past Project