RFA Response Strategy

Due 5 April 5pm (and 12 and 19 April at 5pm)

Preliminary responses. Answer all that you can. For those that require more time write a short description of what needs to be done. There will be two more RFA response turn-in dates: 12 and 19th April. For each RFA not responded to on 5 April state which of those dates you will turn in that particular response. We advise having as many as possible completed by the 12th to allow adequate time for CDR presentation preparation.

I would first sort all the RFAs and determine redundancies – that always happens. Then rate each in terms of work required to respond, perhaps a scale of 1 to 3.

If any RFAs are illegible please ask for help deciphering - ASAP.

Next try and answer all the easy ones – in a short and succinct and truly responsive manner.

Then assign the harder ones to individuals or pairs within the group. For those responses make sure at least one other team member reviews the response (spelling, completeness, lucidity).

Remember that the RFAs are intended to make your project the best it can be. The RFAs are not intended to make the team or any individual team member feel bad about their work. Keep thinking constructive criticism. I know that some of you are taking these criticisms personally – stop it! The PDR presentations revealed a tremendous amount of work put in by all three groups. Put your energy into making the CDR presentations truly amazing.