

Halsne, Chris (CBI-Seattle)

From: Hewett, Greg
Sent: Wednesday, July 23, 2003 6:49 PM
To: Navarro, Jaime; Wubbels, Jessica; Hart, Ann; Haikal, Nabila
Cc: Harruff, Richard
Subject: Stanley Project

Importance: High

I would like to pull together a short **meeting on Friday July 25th at 1:00-1:45**. I would like to have us answer any questions and to clarify expectations about each of our roles.

The Stanley Project is one of the most successful grants I have seen in our Department and the outcome of such a grant will have a great impact on our society. All of us can feel proud to be associated with such a grant.

This year, the wonderful work that Dr. Haikal and all the staff who have assisted, has allowed us to already turn over 40 brains in the first six months of 2003 (in a contract that expected 50 for the entire year!). That is great work. Thank you all. However, we still need to do much of the record collecting that goes with each of those cases. That will be the emphasis for the next six months.

Dr. Haikal will continue to collect "excellent brains" for this study in the next six months. However, her criteria for excellence will most likely bring in another 20 to 30 brains for the remaining six months. That would give us up to 70 brains for this project in a contract that only expected 50. So if that is the outcome, great job to everyone! But again, the remaining six months, the extra help we put into Stanley will be to collect the records on these cases.

Therefore, I would like to have **Jessica allocate five hours per week** out of her 40 to the Stanley Project. Those five hours per week can be flexible and can be worked out with Dr. Haikal. The task would be record collecting and documentation. The five hours per week should not have a large impact on autopsy. However, if we did have a very heavy autopsy week (many deaths), Jessica could alert me and ask for overtime if and only if, circumstances called for that.

I would like Ann Hart to allocate five hours per week to the Stanley Project. Those hours will be flexible as well for the first two months. By September 1st, Dr. Haikal has assured me that we could then set certain days per week. But for now, those five hours will be flexible and should be worked out between Dr. Haikal and Ann.

That will give us 10 hours per week designated for clerical and record collecting on the Stanley Project. These ten hours per week would get us to the completion task of getting all records for the 60 to 70 cases for the year.

I will be requiring both Ann and Jessica to email me every Friday to indicate the total hours they spent that week on Stanley. I will be monitoring those hours. If you work less than five, indicate that. Then, let me know if the fewer hours was a result of Dr. Haikal not needing that assistance or was it due to other factors. I have all office staff send me weekly reports. I am asking you to do a simple email giving me this report every Friday (something that should not take more than two minutes of your time).

The meeting on Friday is to simply clarify the expectations and answer any questions. Dr. Harruff is on this email as an FYI and is not being asked to attend the meeting.

I am excited about the progress we have made on this project. I hope these measures will make this grant even more successful. Thanks everyone!
Greg