
Implementation Memo

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Project: Peanut Butter Sandwich (PBS) Project

Participants: Bob Jones, 210-555-1212
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Date Delivered: January 11, 2008

Project Material Provided:

Written documentation for PBS project.

- PDF of the User's Guide
- Quick Reference
- Material Requirements specification

Trainers must provide actual PBS materials due to gate security. These materials include:

- Peanut butter, jelly and bread of choice
- Dull knife for spreading
- Small plate for serving
- Napkins

Trainer's Instructions:

Make a few PBS prior to serving them to the general population in order to perfect the technique and make appropriate materials selection.

Implementation Timeline:

Because of temporary duty (TDY) at the base, the trainers may not be able to implement the project before the week of January 21, 2008.

January 21	Practice making PBS
January 22	Make PBS for visiting personnel
January 23	Send revision recommendations to K. Belinne
January 25	Make PBS for entire staff