To: Joe Blow

From: Suzy Q

Date: October 18, 2010

Subject: Progress report on New dinghy purchase

introduction

This is the monthly progress report for April, 2010, concerning your request of December 28, 2010 that we get a bigger sailing dinghy. This is our schedule of the purchase and repair of a new sailing dinghy. You asked that we complete this before our vacation with your family on June 23-30, 2010.

discussion

work accomplished

We agreed to terms on an O’Day Javelin, on April 25, 2010, after searching for a boat that met these criteria:

* 12-18 feet with a centerboard or daggerboard,
* lightweight with moderately high freeboard,
* with a trailer and with no major repair-work needed.

work in progress

* We have just removed the wheels and wheel bearings.
* I will drop the wheels off at the tire store on May 4, 2010.
* I will order the wheel bearings from the auto parts store on the same day.
* While I am in Freeland, I will change the title and license the trailer.

work remaining

* check lights and check compatibility of wiring harness.
* polish hull, clean deck, repair and replace rigging, wash sails
* shakedown cruise
* re-varnish the tiller and boom crutch.

problems encountered

We purchased a boat that fit all our requirements, but it was also a compromise.

* We would all have preferred a boat in the 16-18 foot range
* I think the price is a little high for the amount of work we need to put into the trailer.

Prospective work schedule

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| --- | --- | --- |
|  | Weekend | Work schedule |
|  | May 1-2, 2010 | Order bearings and tires |
|  | May 8-9, 2010 | Install bearings and wheels, check lights, repair harness (if needed), tow to John’s house |
|  | May 15-16, 2010 | Clean boat, polish hull, check all blocks and rigging (lubricate blocks if needed), |
|  | May 22-23, 2010 | Rig boat, check all moving parts, remove any wood parts for varnishing |
|  | May 29-30, 2010 | Re-attach all varnished wooden parts |
|  | June 5-6, 2010 | Go sailing |
|  | June 12-13, 2010 | Go sailing |
|  | June 19-20, 2010 | Go sailing |
|  | June 23-30, 2010 | VACATION (Drive to San Juan Islands with boat) |

conclusion

We should have plenty of time to finish the work remaining in May and then have a couple of weekends to sail before June 23. We are well on our way toward having the boat we need for our summer vacation. The other boats we looked at either required too much work or were too expensive. This boat should be ready to go if we allow one day on each of these weekends for working on the boat.

recommendation

If we stick to the above schedule, then we will finish before our end-of-June vacation. I would prefer to step up the schedule and start sailing the last weekend in May. If we don’t run into any problems, then we might be able to combine the work for weekends 2-5 into weekends 2-3. If this is possible, it will allow us much more flexibility for sailing. If we don’t start sailing until June, this might conflict with finals and project-due-dates for my schoolwork.

Passive sentences = 0%

Fleisch reading ease = 70.8

F-K reading level = 7.2

Fog Index = (109/6) + 5 = 23

23(.4) = 9.2 Fog Index