

Service Coordination Board Meeting Summary

Date: 23 May 2012

Members in attendance:

	Member	In Attendance
AES	Patric Den Hartog*	√
	John Maclean	√
	Geoff Pile*	√
ASD	Michael Borland	
	Ali Nassiri	√
XSD	Mark Beno	√
	Chris Jacobsen	√
Upgrade Project	Tom Fornek	
	Mohan Ramanathan	

* Den Hartog standing in for Pile as an AES ADD during Pile's assignment to the APS Upgrade Project

Secretary: Steve Davey

Agenda

- Comments on 9 May meeting summary
- Update to weekly calendars
- Status of clarification/refinement of the proposed scope:
 - SCU0 Installation (Project No. 608) – Borland to provide update
 - X-ray BEM Enhancement (Project No. 595) – Borland to provide update
 - Relocation of Sector 35 Equipment (Project No. 894) – Den Hartog to provide update
- Update on XSD/AES meetings to review effort estimates.
- Report on ongoing support services being provided beyond the approved proposals (Pile & Maclean).
- Work with proposers to better define milestones for approved projects: provide an example, e-mail a request to meet with Mast to define project schedule requirements and milestones (Patricia Mast, Den Hartog and Davey).

Summary of new action Items:

1. Update calendars from biweekly to weekly meetings (Davey).
2. Start notifying proposers of approved projects with links to Board web pages (Davey).
3. Provide names for potential members of matrixed *small* task teams to the Board members (Pile & Maclean).
4. Provide updated list of MED tasks being actively supported (Den Hartog).
5. Provide a list of small projects for the XSD support teams (Beno).
6. Talk to Tom Fornek and others to clarify the scope for Sector 35 relocation (Nassiri).
7. Take first cut at project status/progress report (Pile).
8. Review/update Project Proposal System (PPS) and include projects that are currently being supported (Board members).
9. Change PPS status of MED tasks being actively supported to *Provisionally Approved* (Davey).
10. Distribute Excel template found by Den Hartog for project reporting to Board members (Davey).

Action Items from 9 May 2012 meeting:

1. Action Item (Pile & Maclean): Report on ongoing support services being provided beyond the approved proposals.
2. Action Item – Patricia Mast, Den Hartog and Davey to work with proposers to better define milestones for approved projects: provide an example, e-mail a request to meet with Mast to define project schedule requirements and milestones.

Summary

- Notices will be sent to groups that have had their proposals approved and the approval list will be posted on the SCB web pages.

- Teams being formed to support emergent tasks:
 - Geoff Pile proposed at the March 1st meeting that teams be formed to support beamline activities.
 - Each team would provide for the emergent tasks or small projects for a group of beamlines.
 - Direction for the teams will come from the groups being served, and Board review and approval on a task-by-task basis will not be required.
 - Mark Beno and Chris Jacobsen identified the group of beamlines that would be supported by each of three teams.
 - Jacobsen reminded the Board that there is a proposal for how the teams would function.
 - Specific AES assignments to the teams were preliminarily discussed. (A preliminary list is starting to be vetted.)
 - Pile noted that commitments to the Upgrade Project limit flexibility in building the teams. The challenge is how to optimally share experienced personnel between the many different activities at the APS.
 - Beno will provide a list of activities that will be initially asked of the teams.
 - Progress will need to be reported and satisfaction will need to be tracked through transparent processes.

- Specific proposals:
 - The relocation of the Diagnostics group from Sector 35 requires additional discussion about the scope and timetable. Ali Nassiri will coordinate the clarification.
 - It is hoped that some of the design/drafting work on approved projects will be done with less effort than estimated so that services can be made available for the optics beamline.
 - Some of the canted sector geometry design assumptions about TXM need to be reviewed (e.g., potential shared canted sector conflict with downstream coherent scattering transport pipe).

- New proposal:
 - Patric Den Hartog has submitted a new proposal for vibration studies. The Board approved the proposal.
 - Thirty-six (36) tasks currently be worked on by AES will be *Provisionally Approved* and will be *Approved* as resources become available.
 - Den Hartog stated the active tasks and the promised service equal more than 100% of the available effort from the staff.

- Services under consideration are not limited to MED and Design/Drafting. Beno noted that BCDA appears to be fully committed. Maclean to provide a list of ongoing computer/software support activities.
- Tools for tracking and reporting progress/completion are being evaluated.
- Pile raised the issue of reporting progress. “Green sheets” could provide the basis for tracking the effort expended on projects. Some sort of work breakdown structure could provide a unique identifier for projects.
- Pile will take a cut at a reporting process/tool.

Board members are asked to review the contents of the Project Proposal System content. Davey can assist with updates and corrections