

Service Coordination Board Meeting Summary

Date: 14 June 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

- Promises made to DOE regarding the SCB
- Action items from 6 June meeting
- AES group activity overviews (beyond MED)
- New business

Summary of New Action Items:

1. Action item: Board members are to review the table distributed by Pile summarizing the status of commitments made to DOE regarding the Service Coordination Board – comments to Davey.
2. Action item: Board members are to review the sample Project Status Reporting form – comments to Davey.
3. Action Item – Maclean will arrange for a Controls Group representative to make a presentation at the next Board meeting.

4. Action item – Borland will iterate with the ASD Group Leaders on the potential makeup of the ASD support team and report back at the next Board meeting.
5. Action item – Pile to update proposed XSD team list and report back at the next Board meeting.
6. Action item – Den Hartog to identify ongoing tasks that can be considered as approved and Davey will update their status in the project proposal system.
7. Action item – Den Hartog to review dates for the vibration study proposal (APS proposal number 913) and Davey to look into reporting issues.

Meeting Summary

- Pile distributed a table summarizing commitments made to DOE regarding the Service Coordination Board and a first cut at summarizing the status of the commitments. **Action Item: Board members are to review the table – comments to Davey.**
- Review of action items from last meeting
 - Due to conflict with DOE review on 13 June reschedule next meeting for 14 June. (Davey) – Complete.
 - Review draft ASD matrixed team list. Controls to be added to list of ASD support groups with matrixed personnel. Provide revised list with time commitment estimates to the Board Secretary. Ongoing item: Borland working with ASD Group Leaders and will iterate and provide a response next week.
 - A new proposal for the new DCCT to be submitted. (Borland) – Open: Borland needs input from Decker.
- A template for reporting project status is available for evaluation by members of the Board (ICMS document number [APS_1430219](#) and currently posted on [SCB web page](#)). **Action item: Board members are to review the sample Project Status Reporting form – comments to Davey.**
- As part of looking at APS service providers, a Controls Group representative will be invited to the next meeting to present:
 - An overview of services provided by the group including a breakdown of where services are currently being provided and identifying tasks in progress;
 - Evaluate the group's capacity to meet demands and, if demands exceed staffing, what resources would be required to meet demands; and
 - Describe the division of work between BCDA and Controls.

Action Item: Maclean will arrange for a Controls Group representative to make a presentation at the next Board meeting.

- It was noted that non-AES groups provide services (e.g., in a recently reviewed proposal the services were requested of ASD's Magnetic Devices Group) and it was questioned if they should be under consideration by the Board. For the present, the Board will focus on AES-provided services.
- In the ASD discussions about the potential structure of matrixed support teams, it became apparent that limited availability of support resulted in limited expectations for services.
- **Action item: Borland will iterate with the ASD Group Leaders on the potential makeup of the ASD support team and report back at the next Board meeting.**
- Jacobson requested that the proposed XSD Team roster be completed for distribution to XSD group leaders and scientists. **Action item: Pile to update XSD team list and report back at the next Board meeting.**
- **Action item: Den Hartog to identify ongoing tasks that can be considered as approved, and Davey will update their status in the project proposal system.**
- There are problems with milestone dates and project proposal system reporting tools. **Action item: Den Hartog to review milestone dates for the vibration study proposal (APS proposal number 913) and Davey to look into reporting problems.**
- MED will arrange for backfill for personnel reassigned from the Upgrade to other tasks/proposals.

The proposal for vibration studies was approved (APS proposal number 913). Den Hartog confirmed that Preissner can provide the support for this task along with meeting his other commitments.

- **New proposals**
Jacobsen brought a new proposal (standardized modular K-B mounts, proposal number 993) to the Board's attention. A discussion followed that asked about a systematic process by which the Board sets priorities. Borland said that a global view of resources and requests is needed and that context isn't available when one project at a time is considered.

Jacobson noted that it isn't clear what resources are available and a process is needed to identify when resources become available. In general, service personnel are already working on existing tasks.

Project progress reporting is needed.