

Service Coordination Board Meeting Summary

Date: 10 October 2012

Members in attendance:

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

Secretary: Steve Davey

Agenda

- FY13 Project Proposals
- Updating Status of Projects
- Tech Tuesdays
- New Business

Meeting Summary

New Action Items

1. Action item (Board members): Identify Division's top ten projects for discussion at 10 October meeting

Action Item Update

1. Action item (Ramanathan): APS-Upgrade Effort Request Agreement (ERA) for FY13 to be provided by mid-September – Open.

FY13 Project Proposals

10 on 10/10: The three divisions have each identified their highest priority projects.

Pile: Project proposal effort requests exceed the support that will be available. When a proposal is given provisional approval, project details will be sought (i.e., clarified scope of work, milestones, and estimates of effort). AES has challenges with providing M&S support for backfilling positions. In honoring the Effort Request Agreement with the Upgrade Project, engineering staffing levels for operations would be below previous levels. AES will try to get back to ~18 FTEs for the engineering level of support and will vet/justify plans through the SCB.

Board: OK to aim for restoring the level of support for MED-provided engineering for operations (8 FTEs).

Jacobsen: It would be good to know the skill set of backfill personnel.

Borland: ASD has advocated for some assignments to ensure the worker's skill set is matched to tasks.

Jacobsen: How did MED divide its time in FY12?

Action item (Pile): Provide breakdown of MED-provided services.

Beno: XSD has ERA-related issues to be addressed (e.g., effort planned for the upgrade is sought to be left with operations but positions have already been backfilled).

Pile: ERAs are nearly finalized – Kerby closing out

The Board discussed the challenges of attracting quality personnel and providing competitive job offers.

Updating Status of Projects

Ruzicka met with AES participants in the SCB regarding reporting on projects. Torres and Donna Ferguson will help with collecting planning information and reporting on the status of projects.

Pile: Most project managers don't know where their projects stand.

Tech Tuesdays

Pile: There were only one or two new jobs even though an effort was made to make the services available. If the in-house APS demand remains low, support services may be made available to the CATs.

Beno: Efforts have been made to line up work for Tech Tuesdays. It is fine to open the support to the CATs – it is a good idea. There are stresses on the CATS, and the more we can do for the CATs the better.

Pile: The SIG is not responsible for BLEPS.

Beno: SIG wanted to take care of BLEPS but the staff is not available. Centralize one place or another. Decide if XSD to be responsible.

New Business

Beno: Meet every other week?

Borland: Work to get estimates of support that will be sought from AES.

Jacobsen: Provide a chart of how AES effort was divided during FY12.

Beno: Filling backfill positions should be discussed – if replacements are term, should the hires be made through XSD? Pile: It doesn't make sense to start splitting up the engineering group. Beno: It is problematic if it is going to be a constant revolving door of service providers. Jacobsen: One advantage of embedded workers is that they become specialized (e.g., a team that would specialize in end-station instrumentation). Discussion to be continued.

ERA negotiations are ongoing. Pile: Summary of ERAs to be provided at next meeting.