

Service Coordination Board Meeting Summary

Date: 19 September 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	

Also in attendance: Jonathan Lang (XSD) and Trish Mast (AES)

Secretary: Steve Davey

Agenda

- Project/Proposal Planning
- 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.

Project/Proposal Planning

Pile: It is hard to get the status of projects. We're trying to build a schedule and status the ongoing projects.

Mast has prepared a spreadsheet for project information.

Pile: Standard planning tools are sought for gathering data:

- Drop-down boxes for ease of use (e.g., WBS drop-down)
- Breakdowns from Excel Information/Status sheets
- 4 or 5 major milestones
- Simplified display of status of projects

Mast is developing tools for work planning that include identification of: baseline start and finish dates, resource requests (named, unnamed, materials, etc.), and identification of shutdown work. Currently there is limited actual status information included. Each project will be loaded/overlaid in MSProject. This will provide a basis for resource leveling.

Rose Torres and Donna Ferguson have been tasked to work with/assist the requestors and provide monthly project status reports. Jacobsen suggested to get started, it would be good to walk requestors through what is being sought. Planning/status information has been slow to collect but the process has been initiated.

Lang: The project manager and engineers need to work together to estimate the project status and details for proposals.

To minimize the effort expended on projects that won't be supported, initial proposals include short descriptions and rough estimates of resources needed. When a project is provisionally approved [i.e., the project has been identified as a high priority and will be approved subject to the availability of resources], the proposal is revisited to fill in details. Any APS employee can submit a proposal, and it is a good idea to have the requesting Division support the request. The proposal information is needed for transparency.

Pile: Centralized scheduling for the Upgrade Project, shutdown work, and the projects will establish the personnel needed to do the work. Excel spreadsheets are readily available to everyone at the APS and have been used to collect project information. MSProject is available through Citrix but is less familiar to some personnel. An integrated project management system is not imminent.

Pile: AES is planning to provide services for operations and the Upgrade Project. Estimates for extrapolating CD2 to CD3 are being developed. AES groups have been asked to identify what is needed to keep the machine working and what is projected for supporting the upgrade. Beamline and accelerator teams have been established; in the first iteration, five mechanical engineering FTEs are planned, and we aim to get close to what we had before. A question is if the budget will support the plan. AES looked at what is the minimum M&S funding needed and identified nonrecurring operations

costs. These nonrecurring costs look like what goes into the project proposal system. They will first be vetted within the Division and ,as appropriate,will be brought to the SCB. This process will take time to sort out.

Maclean: How much of the nonrecurring costs are to be brought to the SCB?

Borland: AIP brought to the Board with little of the nonrecurring cost in the AES/ASD discussion.

Pile: There are not many capital projects for FY13, and nonrecurring costs will be released at a later date. More is being spent on labor, which makes less available for M&S. Expectations from the Upgrade Project are still not known.

Pile: When do we put out a call for new proposals?

Jacobsen: XSD will put out a call and pre-filter for M&S with effort requests following.

New Business

Feedback on how things are going is sought.