

Service Coordination Board Meeting Summary

Date: 22 August 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

- Open action items
- Project Proposals
- Tech Tuesday Update
- Next Round of Proposals

Meeting Summary

Open Action Items

From 15 August meeting:

1. Action Item: In that the Team 1, 2, and 3 labels are not self-evident as to where they provide assistance, a more transparent identifier is sought for the Tech Tuesdays request system.
List by beamline posted:
http://www.aps.anl.gov/APS_Engineering_Support_Division/Online_AES_Support/tt_team_members.html – Closed
2. Action Item: Ramanathan to provide FY13 ERAs by mid-September – Open

Project Proposal

Pile: Update the project Proposal web page with definitions of *large* and *medium* projects.

Action item (Davey): Define *large* and *medium* projects and update web page (medium projects handled by the support teams).

Jacobsen: Currently setting priorities for small projects (<40 hours) is ad hoc. Medium projects are not yet coordinated with XSD Group Leaders - XSD Group Leaders are to help set priorities. Beno: XSD to set priorities.

Pile: Limited effort resources are currently available. Jacobsen inquired when engineering resources will be available. Estimates of effort availability / list of requests are to be made available to the Board.

Tech Tuesdays Update

Pile: There is limited awareness of Tech Tuesdays; work is being generated for Tech Tuesdays.

Jacobsen: There is a question of when resources will be available (e.g., engineering support from MED). Can we get going with 0.25 FTE?

Pile: We're looking at how to get milestones for projects to track/report on status. OK to get started with 0.25 engineer FTE.

Beno: Level of participation pretty good but no everyone reads all the AutoInfo broadcast messages.

Pile: About 2/3 of the Tech Tuesday jobs completed. Last week nothing was submitted. Outreach succeeded in identifying work. Some Tech Tuesday jobs are incomplete and are awaiting later follow-up when resources become available.

Beno: If it spills over past Tuesday maybe a different name for Tech Tuesdays might be in order.

Pile: Support personnel can move between medium projects and Tech Tuesday work. On the web page there are two links under *medium* projects:

- [For AES/MED Mechanical Engineering and Design Drafting Support](#)
- [For AES/MOM Mechanical Operations and Maintenance Technician Support](#)

Pile: MIS groups have been asked to provide estimated minimal staffing level requirements. Looking to promote Tech Tuesdays and develop contacts. A significant amount of effort is being invested to kick off Tech Tuesdays.

Beno: While all the techs have been working in the ring the last week of a shutdown, with beamlines closing up getting ready for start-up, this is the prime time get it started.

Pile: If an approved project is held up, support is given to provisionally approved projects of small (<40 hour) jobs.

Beno: If there are more requests than can be supported by the available resources, priorities need to be set.

Next Round of Proposals

Jacobsen: Don't know when resources will be available

Pile: It needs to be sorted out when AES sets its internal priorities and when to seek input from the Board.

Beno: We need a new list of big projects by October. The focus has been on engineering support, not computer support. The priorities of old proposals need to be re-evaluated.

Maclean: We need to issue a call for proposals and need input on priorities.

Fornek: With the continuing resolution we now have some idea of what budgets to expect.