

Service Coordination Board Meeting Summary

Date: 23 January 2013

Members in attendance:

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

Secretary: D. Ferguson

Also in attendance: S. Davey, R. Torres

Agenda

- Review of January 9, 2013 minutes
- Review of Open Action Items
- Charter Update (Davey)
- Hiring Status (Maclean for Pile)
- Release Process Overview (Maclean for Pile)
- Project Report Summary Discussion
- New business

Meeting Summary

The meeting minutes from 09 January 2013 were discussed and approved with minor changes. Action items from 09 January 2013 were discussed. All have been closed with the exception of one item. SCB Charter changes were discussed. Proposed changes will be reviewed at the 06 February 2013 meeting. An update on hiring status was given. While progress has been made, there are still open positions. An overview on the drawing release process was given. Upcoming changes will reduce time and effort needed to approve drawings. The majority of the meeting was focused on discussing the APS Project Report Summary. This report can be accessed through the following links

Permanent URL to the newest https://icmsdocs.aps.anl.gov/docs/idcplg?IdcService=DISPLAY_URL&dDocName=APS_14

released revision: [32632](#)

Web Location: https://icmsdocs.aps.anl.gov/docs/groups/aps/@apsshare/@computersystems/documents/list/aps_1432632.pdf

Native File: [Project Report Summary - Jan 2013 \(APS_1432632\).xlsx](#)

New Action Items

1. Action Item: Discussion with G. Pile and P. Den Hartog to keep Ericka Benda on project 482 [Maclean] – Closed
2. Action Item: Meet with Rick and Richard to review effort for project 431 [Maclean] – Open
3. Action Item: Meet with P. Den Hartog and Brian for effort requirements to move project 1374 from provisionally approved to approved [Maclean] – Open
4. Action Item: Request C. Benson to provide detail on XSD provisionally approved projects 547, 1095 and 1097 [Davey] -Open
5. Action Item: Distribute list of XSD submitted projects to M. Beno, J. Lang and C. Jacobsen [Davey] – Closed
6. Action Item: Resolve hours discrepancy for Project 1153 with Yury Ivanyushenkov. [Torres] – Open
7. Action Item: Discuss SCU Measurement System with Yury Ivanyushenkov. Clarification of status in proposal system needed [Borland] – Closed
8. Action Item: Revise Charter [Davey] – Closed

Open Action Items

From 09 January 2013 meeting:

1. Action Item: Finalize meeting minutes from prior meetings and update these on the web [Eyberger] – Open.

Agenda Topic Review of Minutes from 09 January 2013 SCB meeting

Minor corrections to the minutes were suggested. These corrections have been incorporated into the final meeting minutes posted on the web.

Agenda Topic Review of Open Action Items

All previous open action items have been closed with the exception of, “finalize meeting minutes from prior meetings and update these on the web [Davey].” This will remain active until closed.

Agenda Topic Review Charter Update

S. Davey led a discussion on proposed changes to the Service Coordination Board Charter. It was discussed and agreed upon to keep the meetings biweekly. Membership changes were proposed.

Currently per the Charter, The Board is made up of two ADD/DDD-level representative from each of the APS divisions (in addition the ADD, ASD management appoints a second representative) and two representatives from the APS Upgrade Project (the Project Manager and a Level -2 manager designated by the Upgrade Project Director)."

The proposed Charter changes include, "The Board is made up of: the Associate/Deputy DDs from each of the APS divisions; a second ASD representative; and two representatives from the APS Upgrade Project."

Suggested wording and changes per the discussion will be captured and discussed at the next SCB meeting.

Agenda Topic Hiring Update

J. Maclean for G. Pile gave an update on the current hiring status. Two engineers have been hired and have started. Two additional engineers will be starting - one next week and one the following week. Four Design/Drafters have been hired and have started. Positions have been offered to four additional people. It is hoped they will be able to start mid-February to early March. There are three additional positions remaining.

Agenda Topic Review Release Process Overview

J. Maclean for G. Pile gave a brief overview of changes between the previous drawing release process and the new release process. Highlights include: less effort is needed to create spreadsheets and routing information, and reducing approval time to 3 days. It was discussed and determined that currently and approval chain will remain. There have been delays due to unforeseen computer upgrade issues.

Agenda Topic Review Project Report Summary Discussion

Project	Discussion
1334	Approval to proceed currently on hold.
482	The project is currently understaffed. They are seeking a person. Currently they are using 50% of someone else. E. Benda efforts are currently assigned elsewhere.
1373	Discussion of hours revised for 2013 estimates. Provisional approval requested
1374	Provisional approval requested.
547	Proposal written. Needs to be added to the Report.
1097	Proposal written. Needs to be added to the Report.
1393	Project effort and budget discussed. Approval requested.
1153	Discrepancy in hours needs to be resolved

Other SCU measurement system discussed. Clarification needed on status of proposal in system.

Other 6BM will require effort soon.

New Business

There was no new business discussed.

Next Meeting: February 6, 2013, 401/B4100, 11:15