

Service Coordination Board (SCB) Meeting Summary

Date: 29 May 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, C. Eyberger

Agenda

- Review of May 1, 2013 minutes
- Review of Open Action Items
- Project Report Summary Discussion
- New Business

Meeting Summary

The meeting minutes from 01 May 2013 were approved with minor changes. Open action items were discussed. See below for details. New business discussed included the drawing release process and hiring updates. R. Torres provided an update on 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_1432632 released revision: [432632](#)

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

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

Native File:

New Action Items

1. Alert T. Smith of the need to submit status for projects 1373 and 1374 as requested [Torres] – Closed
2. Project 1454 needs milestone dates and updated spreadsheet from C. Preissner [Torres]-Closed
3. Follow up on Project 1454 hours discrepancy with C. Preissner and P. Den Hartog [Pile]-Open
4. Confirm effort with B. Rusthoven for project 1153 [Pile] – Open
5. Send email to SCB and DD attendees when monthly report is posted [Torres] -Open

Open Action Items

1. Send ASD Project list to Borland for review [Davey] – Open
2. Send email regarding project updates for ASD projects that will not be completed [Davey] – Open
3. AES to examine forming a small team to perform standardization of Beamline Equipment Protection Systems (BLEPS) and communicate to XSD and ASD the ability to complete identified items [Pile] – Open
4. Provide list of the status of XSD Beamline Equipment Protection Systems (BLEPS) items needed to G. Pile [Beno, Jacobsen & Lang] – Open

Agenda Topic Review of Minutes from May 01, 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

Monthly reports will be made available for the Division Director Group meeting electronically instead of paper copies. J. Haljiti is working on a new initial design for Project 1097, and then a new plan will be submitted. ASD will not be participating in the green sheet effort due to ANL changing to a new time reporting system to be released approximately September 2013. There was discussion regarding the benefits of using the green sheet system currently. Data was mined to quickly to answer and provide evidence to questions regarding effort at a recent BES budget review. It was discussed and agreed upon by SCB members that “tickets” should be items that are estimated to take between 40-100 hours. Anything estimated to take greater than 100 hours should use the project system. There was discussion regarding the amount of effort needed for BLEPS to be performed by the Safety Interlocks Group. It remains unclear as to who will be performing tasks needed – AES/SI, AES/Controls or an XSD hire. It was proposed that AES investigate forming a small team to develop strategy and standardization of effort to be performed.

Agenda Topic Review Project Report Summary Discussion

R. Torres provided an update on the APS Project Report Summary.

Project Number	Discussion
1154	Principal engineer was pulled from project for Upgrade issues. As a result, this project is running behind schedule.
481	Four drawings need to be updated, then project complete
484	Project to be completed 5/31/13
487	Project to be completed 5/31/13
1373	Project not updated. Request by principal investigator to submit updates every other month. Request denied by SCB.
1374	Project not updated. Request by principal investigator to submit updates every other month. Request denied by SCB.
543	Project on hold due to funding. Ray tracings are needed. Group leaders need to commit to hours.
547	First half of project approved – BM portion. Second half of project (ID) needs staff approval by Group leaders
1097	J. Haljiti developing a new initial design, then he will submit a new plan.
1454	Effort for work is commencing as discussed in earlier SCB meetings. C. Preissner needs to update the spreadsheet. Hours discrepancy needs resolution
1156	Discussion, spreadsheet is correct
1153	Discussion regarding effort being charged to SCU0. Torres to confirm effort.

New Business

Drawing Release Process

G. Pile provided a brief update on the Drawing Release Process. The AES, PDMLink Committee is investigating.

Hiring Update

G. Pile provided an update on the hiring status. There are currently 8 offers on hold pending budget resolution.

Next Meeting: June 12, 2013, 401/B4100, 11:15