

# Service Coordination Board (SCB) Meeting Summary

Date: 17 September 2014

Members in attendance:

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

Also in attendance: Rose Torres, Chuck Prokuski, and Steve Davey

This report can be accessed through the following link: [APS 1661544](#)

## Agenda:

- I) Review of Meeting Minutes
- II) Review of Open Action Items
- III) Status of Projects
- IV) Other Business
  - Project Manager feedback
- V) New Business
  - Sector 30 vacuum chamber

## Next Meeting

15 October 2014

## New Action Items

- 1) Review/update the scope of the Linac Accelerating Structures – Phase I project (P-2233, [APS 1445304](#)) and email update to SCB before the next meeting (update of action item 1 from the August SCB meeting) (Nassiri)
- 2) Review the Installation plan of SCU-1 into Sector 1 project (P-2253, [APS 1445357](#)) and the questions regarding the site prep work and associated costs (Pile)

- 3) Talk to Srajer and request ASD to submit a proposal for the work for the sector 30 vacuum chamber with Sajaev completing the project proposal. (Pile and Maclean)
- 4) Review SCB estimate/reported time data (Davey)

### Review of Open Action Items

New items from August meeting:

- 1) Nassiri to talk with Zholents and Borland to clarify the scope of the Linac Accelerating Structures – Phase I (Straightening the Linac) project (P-2233, [APS\\_1445304](#)) (Nassiri)  
Open
- 2) Lang to request Tischler complete a close-out form for the Mirror Support Stages and Wire Support project (P-1094, [APS\\_1433103](#))  
Open
- 3) Of the 27 active projects, 8 report no progress for July plus 5 additional projects are on hold due to lack of funding. Follow-up with project managers to understand why projects are not progressing (Maclean).  
Done – no pattern or systematic causes identified.

Ongoing Action Items:

- 1) Work with Michael Fisher regarding opening a new proposal - submitting a new proposal for a new stand ~160 Hours and provisional approval sought. (Beno)  
Open
- 2) Close SCU 1-m Long Magnet Design and Fabrication project (P-1153, [APS\\_1433098](#)) (Davey)  
Open – Closed but time still being booked against it - Nassiri to clarify status.
- 3) Status delays for GISAXS Sample Changer (P-1753, [APS\\_1440655](#)) (Pile)  
Open (see project update report)
- 4) Group leader review of revised Sector 35/Sector 31 Straight Section Exchange project (P-1833, [APS\\_1442033](#)) (Torres)  
Torres received an update but not a revised plan.  
Open – (Per Bill Berg, this project to follow strip line project, which is on hold, and replacement engineers to be identified.)

### Meeting Summary

Torres distributed:

- 1) Meeting Agenda

- 2) Draft minutes from the 16 July meeting ([APS 1659578](#))
- 3) APS Project Report Summary - August 2014 ([APS 1442081](#), rev. 11)
- 4) APS Project Resource Summary- September 2014 ([APS 1432632](#), rev.41)
- 5) APS Project Report Summary Comment - September 2014([APS 1440691](#), rev 14)

Review of Meeting Minutes – minor edits to 17 July 2014 meeting summary

Discussion:

- A new LN<sub>2</sub> distribution system proposal will be submitted for purges on both sides of zone-dividing valves.
- The LN<sub>2</sub> project has resulted in the need for fewer fills and fewer and shorter beamline drop valves.
- Sector 35/Sector 31 Straight Section Exchange project (P-1833, [APS 1442033](#)) – Bill Berg asked: with Leonard Morrison’s move from MED to MOM, who will be the lead engineer for the project.
- The divisions have funded projects, the SCB sets the priority for support effort.
- Pile: There is a concern about Morrison’s reassignment and the Linac Accelerating Structures – Phase I (Straightening the Linac) project (P-2233, [APS 1445304](#)).  
Maclean: the scope is still unclear even though the project has been approved.

Action Items: Review/update the scope of the Linac Accelerating Structures – Phase I project (P-2233, [APS 1445304](#)) and email update to SCB before the next meeting (update of action item 1 from the August SCB meeting) (Nassiri)

### Status of Projects

- Summary of updates/comments received by Torres - September 2014 ([APS 1440691](#), rev 14)
- Installation of SCU-1 into Sector 1 project (P-2253, [APS 1445357](#))  
- Grimmer inquired about how effort data is collected
- Installation, Test, and Commissioning of a 400 kJ Capacitor Bank on 6-ID-B (P-1673, [APS 1439027](#))  
– Progressing, estimated >90% complete
- SCU 1-m Long Magnet Design and Fabrication project (P-1153, [APS 1433098](#))  
The project is “complete” but hours are still being booked against it.  
The project did not include the installation plan for the SCU.  
An installation readiness review is sought six weeks before the shutdown.  
A significant scope of work will be required of AES that was not reflected in the fabrication plan (P-1153).  
Pile: Commits to tasks at the shutdown planning meeting. SCU installation plans evolving as

project has been progressing. Fabrication preceded identification of where it would be installed. When the location was identified it was determined that there was site preparation work required.

Wang: Yury independently went around to groups and requested support  
John Grimmer is now the project manager for the installation (P-2253)

Action item: Review the Installation plan of SCU-1 into Sector 1 project (P-2253, [APS 1445357](#)) and the questions regarding the site prep work and associated costs (Pile)

- X-ray BPM Enhancement (P-1154, [APS 1433087](#))

Action item: Update the status of the X-ray BPM Enhancement project (P-1154, [APS 1433087](#)) (Ramanathan)

## Other Business

Lessons Learned – feedback from project managers

Pile: Pile, Maclean, and Davey met with three representative project managers – Jessica McChesney, Erika Benda, and Bill Berg.

Candid feedback included:

- the process for effort reporting is perceived to be redundant (Torres seen to take care of it however “green sheet” data not complete so Torres contacts the project managers),
- the project form is felt to be too onerous and is therefore abandoned and
- as new people are rotated into a project they need to come up a learning curve and this process leads to inefficiencies.

Pile: The project plan should only as complicated /simple as needed.

Maclean: It is valuable to hear the feedback and hear the perceptions. We can review our project planning and progress tracking processes. Training for project managers needed.

Wang: We need tools to track progress.

Pile: Estimates are adequate. Once a month estimate effort and progress. We don't need to track every 15 minutes on “green sheets”.

Wang: If off then accountable?

Maclean: We need better estimates and to close the loop with accountability.

Pile: We also need to close the loop on actuals vs. estimates including overheads – most projects have under estimates. The process needs oversight with project managers. Sit with project manager to go over what they are going to do.

Action Item: Review SCB estimate/reported time data (Davey)

## New Business

Ramanathan: APS management has directed that the new vacuum chamber for sector 30 not be installed – there is a question of impedance. As a stop gap measure, the current proposal is take

existing chambers in the storage ring and shifted them around. Project lead unknown. Srajer has agreed that a project proposal is needed. A chamber for sector 30 needs to be prepared.

Wang: Who owns the chamber?

Ramanathan: The project requires significant planning. The chamber needs to go out to a vendor for remanufacturing. Wiemerslage is most experienced with this type of work. Suggested that Wiemerslage be requested to put a proposal together. Project funded from operations funding. A 2<sup>nd</sup> chamber from ASD.

Maclean: Is the scope defined?

Lang: Change in plans driven by ASD. A temporary configuration to be implemented to permit the beamline to operate. The beamline operations will be compromised. A vacuum chamber needs to be "shaved" down.

Pile: Per the storage ring manger.

Ramanathan: Wiemerslage or Tackhtenberg could be the project manager. A complication is that as potentially activated (Richardson metal) shavings may need to be collected.

Pile: 1<sup>st</sup> we need the scope and then a project plan

Ramanathan: Top priority is sector 30, second priority is sector 4.

Lang: Sector 4 is running fine. Re. scope, ASD knows what needed.

Action Item: Talk to Srajer and request ASD to submit a proposal for the work for the sector 30 vacuum chamber with Sajaev completing the project proposal. (Pile and Maclean)

**Next Meeting: 15 October 2014, 401/B4100, 11:15**