

# Service Coordination Board (SCB) Meeting Summary

Date: 17 December 2015

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: Steve Davey, Chuck Prokuski, and Rose Torres

This report can be accessed through the following link: [APS\\_1674242](#)

## Next Meeting

21 January 2015

## Agenda:

- I) Review of Meeting Minutes
- II) Review of Open Action Items
- III) Status of Projects
- IV) New Business
  - a. Large Project Roles and Responsibilities

## Summary of Open Action Items

### New Action Items

1. Action Item: Ramanathan to address ASD approving a 35-BM project with ASD Director and follow-up with the Operations Directorate
2. Action Item: Davey WBS number needed for the Add a Horizontal Stripline to PO Feedback System project (P-1773, [APS\\_1662043](#))

### On-going Action Items

3. Action Item: Wang to review hours booked against Installation of SCU-1 into Sector 1 (Project P-2253, [APS 1445357](#))  
Pile: may need additional time/resources to close out  
Torres: 1445 hours estimated, +1700 hours booked in November and +3700 hours booked in total  
Open
4. Action Item: Maclean to follow-up on WBS for the Early Career Award Project (P-1454, [APS 1437980](#)).  
Open
5. 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.
6. Group leader review of revised Sector 35/Sector 31 Straight Section Exchange project (P-1833, [APS 1442033](#)) (Torres)  
Open – (See Status of Projects section)

### Meeting Summary

**Review of Meeting Minutes** – 19 November 2014 meeting summary accepted

### Review of Open Action Items

1. Action Item: Wang to review hours booked against Installation of SCU-1 into Sector 1 (Project P-2253, [APS 1445357](#))  
Pile: may need additional time/resources to close out  
Torres: 1445 hours estimated, +1700 hours booked in November and +3700 hours booked in total  
Open
2. Action Item: Wang to check if SCU 1-m Long Magnet Design and Fabrication project (P-1153, [APS 1433098](#)) has been completed.  
Closed
3. Action Item: Maclean to follow-up on WBS for the Early Career Award Project (P-1454, [APS 1437980](#)).  
Open
4. Action Item: Davey approve project Add a Horizontal Stripline to P0 Feedback System project (P-1773, [APS 1662043](#)) and request a WBS number. Copy Bill Berg on project plan.  
System problematic – WBS needed for procurements and scheduling - purchase are being held up, potentially impacting schedule.  
New action item: need WBS  
Closed

5. Action Item: Davey to send out APS Info message regarding 2014 Satisfaction Survey for AES-provided services.  
Autoinfo@aps.anl.gov email sent on 16 December under John Maclean's signature. A high level summary of ratings broken down by Division is available on-line [2014 AES Survey](#).  
Closed
6. Action Item: Beno to follow-up with close-out for the Replacement of 11-ID EPS System and Beamline Diagnostics (P-546, [APS 1434142](#))  
Closed
7. Work with Michael Fisher regarding opening a new proposal - submitting a new proposal for a new stand ~160 Hours and provisional approval sought. (Beno)  
Closed (work to be done on tickets)
8. 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.
9. Group leader review of revised Sector 35/Sector 31 Straight Section Exchange project (P-1833, [APS 1442033](#)) (Torres)  
Open – (See Status of Projects section)

### Status of Projects

Torres distributed:

- 1) Meeting Agenda
- 2) Draft minutes form the 19 November meeting ([APS 1668008](#))
- 3) APS Project Report Summary - November 2014 ([APS 1442081](#), rev. 15)
- 4) APS Project Resource Summary- November 2014 ([APS 1432632](#), rev.45 )
- 5) APS Project Report Summary Comment - November 2014([APS 1440691](#), rev 18)

Ramanathan: Approve the sector 35 stripline [already done] and ASD should also approve and fund a 35-BM project.

Action Item: Ramanathan to address ASD approving a 35-BM project with ASD Director and follow-up with the Operations Directorate

Torres: Plan still needed for the S35/S31 Straight Section Exchange (P-1833), Bill Berg is the project manager. Berg questioned the project schedule for Add a Horizontal Stripline to P0 Feedback System project (P-1773, [APS 1662043](#)). The stripline schedule impacts project P-1833.

Ramanathan: Sector 31 is no longer in the scope of the project, all work will be in sector 35.

Torres: the X-ray BPM Enhancements project (P-1154, [APS 1433087](#)) went from 53% complete to 90%.

Rmanathan: close-out next, the Upgrade Project will pick up the balance of work.

Ramanathan: The 5mm Chamber Modification for Sector 4 (P-2353, [APS 1662578](#)) installation is starting, December close-out.

First beam for GISAXS Sample Changer project (P-1753, [APS\\_1440655](#))

**Other Business**

Pile's draft "Large Project Roles and Responsibilities" postponed.

**Next Meeting: 21 January 2015, 401/B4100, 11:15**

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