

Service Coordination Board (SCB) Meeting Summary

Date: 17 June 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, Nancy Grossman, and Kelly Jaje

This report can be accessed through the following link: [APS_1686273](#)

Agenda

- I) Review of Meeting Minutes
- II) Review of Open Action Items
- III) Status of Projects
- IV) Other/New Business
 - . Transition/hand-off to operations

Next Meeting

15 July 2015

New Action Items

1. Action item (Pile & Grossman): Provide a hand-off to operations checklist form for the next SCB meeting.
2. Action item (Jaje): Day Force data and calendar to provide the basis for future project tracking reports.
3. Action item (Lang): Confirm with John Almer that the XSD Overhead Rail System for 1-ID project (Project P-2393) should be closed
4. Action item (Jaje): Add % complete to summary table

Meeting Summary

Jaje distributed:

- 1) Meeting Agenda
- 2) Draft minutes form the 20 May 2015 meeting ([APS_1685604](#))
- 3) APS Project Report Summary - May 2015 ([APS_1442081](#), rev. 22)
- 4) APS Project Resource Summary- May 2015 ([APS_1432632](#)`, rev.52)
- 5) APS Project Report Summary Comment - May 2015 ([APS_1440691](#), rev 26)

I) Review of Meeting Minutes

20 May 2015 meeting summary. Minutes accepted without corrections or amendments.

II) Review of Open Action Items

1. Action item (Torres): add design review status to summary table.
Done - Jaje changing Design Review Required column to a design review status
2. Action item (Torres and Davey): Close the XSD DOE Early Career Award, Vacuum System with Motion System Project (P-1454, [APS_1437980](#))
Done – IS updated database with new status (Davey not able to change status).
3. Action item (Maclean): Invite Grimmer to review estimating experience for SCU-1 (P-2253, [APS_1445357](#)).
Open – Grimmer not available for June 15 meeting.

4. Action item (Davey): Summarize close-out report comments.
Done – Report in ICMS [APS 1685870](#)

5. Action item (Grossman): Add a “closed” status to the project proposal system.
Open – to be included in next release

III) Status of Projects

Jaje highlighted comments on the status of projects (APS Project Report Summary Comment - May 2015 ([APS 1440691](#), rev 26).

ASD Linac Structures project (P-2233, [APS 1445304](#)):
Effort had been over-reported, Jaje worked with project manager to correct.

ASD U1.8 Undulator Modification and Installation into 32-ID (P-2773,):
Grimmer: project on track, didn't think any effort charged due to late establishment of WBS number

XSD NSLS BNL TXM Installation into 8BM (P-2633):
100% complete

XSD Engineering of Modular K-B Mirrors Systems (P-1098, [APS 1433105](#))
Project has been on hold, check if it should be closed.

IV) Other/New Business

1. Transition/hand-off to operations

Pile continued the discussion from the last meeting, iterating his concern that *completing* a project should include a proper hand-off to operations.

Pile: Tom Fornek has written for APS-U a comprehensive, simple ten step check list for hand-offs and suggests that it be adapted for (non-APS-U) hand-offs to operations. The check include sign-offs for the groups that will be responsible and asks such things as have all readiness reviews have been completed and are emergency procedures available. Disappointed that hand-offs to operations is has not been automatic.

Pile and Grossman meeting later in the day and will provide a hand-off check list for the next meeting.

Action item (Pile & Grossman): Provide a hand-off to operations checklist form for the next SCB meeting.

2. Miscellaneous Business

- Action item (Jaje): Day Force data and calendar to provide the basis for future project tracking reports.
- Action item (Lang): Confirm with John Almer that XSD Project P-2393, Overhead Rail System for 1-ID, should be closed
- Action item (Jaje): Add % complete to summary table
- Maclean: assigning WBS numbers to projects has been fixed.
Grossman: an automatically generated email has be prepared

Next Meeting: 15 July 2015, 401/B4100, 11:15