

Service Coordination Board (SCB) Meeting Summary

Date: 22 July 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

This report can be accessed through the following link: [APS 1687314](#)

Agenda

- I) Review of Meeting Minutes
- II) Review of Open Action Items
- III) Status of Projects
- IV) Other/New Business
 - . Estimate overruns

Next Meeting

19 August 2015

New Action Items

1. Action Item (Maclean): Address WBS and cost code change process/issues with Markiewicz and Grossman
2. Action Item (Davey): Close out XSD NSLS BNL TXM Installation into 8BM (P-2633) - 100% complete.

Meeting Summary

Jaje distributed:

- 1) Meeting Agenda`
- 2) Draft minutes from the 17 June 2015 meeting ([APS 1686273](#))
- 3) APS Project Report Summary - June 2015 ([APS 1442081](#), rev. 23)
- 4) APS Project Resource Summary- June 2015 ([APS 1432632](#), rev.53)
- 5) APS Project Report Summary Comment - June 2015 ([APS 1440691](#), rev 27)

I) Review of Meeting Minutes

17 June 2015 meeting summary. Minutes accepted without corrections or amendments.

II) Review of Open Action Items

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

Done: Draft distributed – Davey reworked form developed by Fornek

Pile: In 2003 Operations Directorate wanted a hand-off process for systems that are going into a ring/machine. Markovich is working on an interface document that defines who is responsible for what system.

Wang: Consider SCU exceptions to typical responsibilities, i.e., Magnetic Devices Groups is responsible for power supplies.

Pile: Identifying who is responsible should be documented.

Ramanathan: Interfaces are always a problem, and overlaps are needed. Nice to have a short form.

Pile: How much sense does it make to make a list for every interface? Maybe we can have more sweeping guidance. Markovich working on an example.

Davey: There was the case of the APS/FMS interfaces. Difficult to identify every interface but manageable to define more general rules.

Beno: There will be limited applicability for beamlines.

2. Action item (Jaje): Day Force data and calendar to provide the basis for future project tracking reports.
Done
3. Action item (Lang): Confirm with John Almer that the XSD Overhead Rail System for 1-ID project (Project P-2393) should be closed
Done – close it
4. Action item (Jaje): Add % complete to summary table
Done
5. Action item (Maclean): Invite Grimmer to review estimating experience for SCU-1 (P-2253, [APS 1445357](#)).
Open – Grimmer to be invited to August SCB meeting.
6. Action item (Grossman): Add a “closed” status to the project proposal system.
Done

III) Status of Projects

Jaje report on the status of projects was provided to the Board (APS Project Report Summary Comment - June 2015 ([APS 1440691](#), rev 27).

AIMS (P-2055, [APS 1685522](#)) Grossman and Leatherman working on requirements document.

Action Item (Davey): Close out XSD NSLS BNL TXM Installation into 8BM (P-2633) - 100% complete.

IV) Other/New Business

Estimate Overruns

Beno: (P-1097, [APS 1437978](#)) Swapping Engineers hurts efficiency, project had 3 engineers and each had to come up to speed.

Ramanathan: Suggests a post mortem on every project that goes over estimates by 15%.

Pile: (P-627, [APS 1433097](#)) Leonard moved from MED to MOM. Re-assignment may not be efficient.

Jobs can be re-estimated due to re-assignment of responsibilities.

MacLean: We could do a lessons learned exercise.

Ramanathan: (P-1373, [APS 1433113](#)) Smith's estimates of his own work have missed the actual effort.

Wang: And Smith has done a number of projects.

Pile: If over and at 50% it is good to get a replan. ASD Linac Structures project (P-2233, [APS 1445304](#)) at 50%.

Beno: (P-2633) 133% of estimate is not too bad.

Pile: APS-U uses the same logic using a 1.45 multiplier for new designs.

Ramanathan: Contingency level needed.

Maclean: Who will look at overruns and how?

Ramanathan: Engineers already think the process is a waste of time.

Lang: We can look at the close out data.

Ramanathan: (P-2773, [APS 1681099](#)) Really already at ~100% complete. Perception is reality – the system is broken.

Lang: The cost codes and WBS are problematic. We should have single point failures in the processes.

Pile: Due diligence needs to be exercised in making changes to the WBS.

Ramanathan: Perception already bad.

Action Item (Maclean): Address WBS and cost code change process/issues with Markiewicz and Grossman.

Maclean: Don't know how much longer the SCB will exist.

Next Meeting: 19 Aug 2015, 401/B4100, 11:15