



Fermilab

July 13, 2009

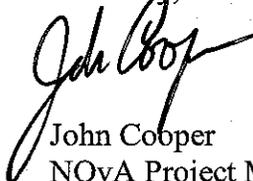
To: NOvA Group Leaders: L. Mualem (CalTech), E.C. Dukes (Virginia), G. Feldman (Harvard), C. Bromberg (Michigan State), K. Heller (Minnesota – Twin Cities), A. Habig (Minnesota – Duluth), S. Mufson (Indiana), J. Musser (Indiana) R. Talaga (Argonne National Laboratory), T. Coan (Southern Methodist Univ.), K. Lee (UCLA), E. Fenyves (Texas – Dallas), S. Mishra (South Carolina), S. Wojcicki (Stanford)

Fermilab has recently undergone its DOE mandated Earned Value Management System (EVMS) certification review. A major conclusion of this review was that the reporting and tracking of all resources and activities on projects are required for the Fermi Research Alliance (FRA) to obtain certification under the ANSI EVMS standard. EVMS Certification is nominally a prerequisite for CD-2 Approve Performance Baseline for DOE projects with Total Project Cost (TPC) over \$ 50 M. This means that previously untracked *hours* of scientists and other uncosted resources working on DOE funded projects at Fermilab must be reported and monitored. The first project impacted by this new requirement is the NOvA Experiment R&D and Construction Project. This new reporting by hours worked only includes those labor resources, either at Fermilab or at collaborating institutions, whose activities are explicitly defined in terms of hours in the NOvA Project Plan or Resource Loaded Schedule, and whose activities are not included under actual cost (\$) reporting. Other activities related to that individual's institution or even to other NOvA activities, not explicitly listed in the project plan, do not require reporting.

For implementation of paragraph III 1. Reporting in the standard NOvA Experiment R&D and Construction Work MOU, we will be soon sending instructions and a template for monthly reporting of hours worked on the NOvA project by scientists and other uncosted people within your group. We request that you work with NOvA's Project Office personnel in implementing this reporting procedure.

Thank you for your cooperation in meeting this DOE requirement for the NOvA project. Should you have any questions or concerns about this new policy, please contact Elaine McCluskey.

Sincerely,



John Cooper  
NOvA Project Manager

cc: Greg Bock, Associate Director for Research, Fermilab  
Steve Holmes, Associate Director for Accelerators, Fermilab  
Mike Lindgren, acting Particle Physics Division Head, Fermilab  
Elaine McCluskey, NOvA Project Office: 630 840-2193, [mccluskey@fnal.gov](mailto:mccluskey@fnal.gov)  
Mark Messier, NOvA Spokesperson, Indiana University

From the **Memorandum of Understanding between (specific institution) and Fermi National Accelerator Laboratory for NOvA Experiment R&D and Construction Work:**

### **III. Reporting, Costs and Schedule**

#### **1. Reporting**

(specific institution) will document as NOvA docdb notes the procedures, analyses and results obtained as this work progresses. (Specific institution) will provide material for NOvA Project monthly reports in a timely fashion, including descriptive material, financial reporting, monthly task status reports and information needed for the NOvA Project's monthly earned value management analysis.