

Lab-Wide Earned Value Management System Project
Core Team Meeting
April 23, 2008
1:30 -3:00 PM
Comitium WH2SE

- 1) Discussion draft of FRA EVMS Description document [Elaine and ALL]
- 2) Discuss Implementation Procedures [Dean, Elaine and All]
 - a) Determine what procedures are needed to support implementation of System Description document.
 - b) Draft Core Team writing/review assignments
 - c) Procedure Template
 - d) Discuss who/how to have draft procedures reviewed outside of Core Team
 - e) Estimate for average hours required to generate, review, revise and approve a implementation procedure to input into project schedule
- 3) Scheduling ongoing team meeting [Dean]
- 4) Action items from 16-Apr-2008 Meeting
 - a) Determine availability to work on core team & email to Dean [Core Team members]
 - b) Determine best day/time for weekly meeting & email to Dean [Core Team members]
 - c) Send link for EVM Training [Elaine]
 - d) Email EVM Description document to core team [Elaine]
 - e) Determine meeting room for next Wednesday's meeting at 1:30 [Dean]
 - f) Core team to review reference material [Core Team members]
 - g) Look at suggested procedure list and be prepared to comment at next meeting [Core Team members]