

Lab-Wide Earned Value Management System Project
Core Team Meeting
May 7, 2008
2:30 -3:30 PM
Black Hole – WH2NW

- 1) Discuss draft of FRA EVMS Description document [Elaine and ALL]
- 2) Discuss Implementation Procedures [Dean, Elaine and All]
 - a) Finalize and concur with Core Team writing/review assignments
 - b) Discuss progress towards May 28 completion of drafts
- 3) Action items from 23-Apr-2008 Meeting and email substitution for 30-Apr-2008 meeting
 - a) Start working on procedures using assignments distributed at 23 Apr meeting. Goal of 28 May for draft completion. (Core Team members)
 - b) Continue reviewing system description document & email comments to all team members between meetings. (Core Team members)
Status: I haven't seen any comments from anyone on this document. If you have some, please send them to all the team members (they're on this email)
 - c) Determine if procedures are "FRA's" or "Fermilab's" (Dean)
Status: in progress
 - d) Verify that Connee Trimby will be responsible for accounting procedures. (Dean)
Status: in progress
 - e) Check if ESH staff could be reviewers of procedures (Dean)
Status: in progress
 - f) Follow up on additional Oversight Committee membership suggestions (Dean)
Status: in progress
 - g) Review procedure writing/reviewing assignments & respond to Dean/Elaine with complaints (Core Team members)
Status: I have received no comments, and take that as concurrence.
 - h) Post procedure template to website (Elaine)
Status: done
 - i) Confirm meeting room for weekly meetings (Dean)
Status: done. Meetings will be held in Black Hole (WH2NW) except for May 21, which will be Snakepit (WH2NE)