

Lab-Wide Earned Value Management System Project
Core Team Meeting
June 11, 2008
2:30 -3:30 PM
Black Hole – WH2NW

- 1) Discuss any new input to draft of FRA EVMS Description document [Elaine and ALL]
- 2) Discuss Implementation Procedures [Dean, Elaine and All]
 - a) Review revised Core Team writing/review assignments

PROPOSED PROCEDURE	PROPOSED WRITING ASSIGNMENTS	PROPOSED REVIEWER ASSIGNMENTS	STATUS 21 MAY 2008	STATUS 4 JUNE 2008
PM-1 Project WBS, OBS, RAM	Rich, Rob	Dean	Rich is reviewing what Rob wrote. Questionable whether will be ready for 28 May	Drafted, needs appendices, working on procedure/chapter interface; goal to be ready for internal review 11 June
PM-2 Control Accounts, Work Packages, Planning Packages	Suzanne, Rich Elaine, Steve	Bill	Not started	Rethink assignment
PM-3 Work Authorization and Funds	Dean, Dale Elaine	Steve Dean	I assume not started, but no report provided	Still not started
PM-4 Project Scheduling	Bill, Ken	Dean (at Bill/Ken suggestion)	Bill/Ken both writing and reviewing. Probably will have ready for Dean's review by 28 May	Ken to keep working in Bill's absence on draft in process. Bill was trying to review other labs and our process.
PM-5 Project Cost Estimating	Marc, Steve	Harry	No report, but this was essentially done according to Steve as of 7 May	Pssed onto Harry for internal review
PM-6 Monthly Status and Reporting	Harry	Suzanne	Harry will have something for Suzanne to review when she returns next week	Harry sent to Bill for internal review
PM-7 Change Control	Rob, Elaine	Ken	Elaine/Rob iterating, should have for Ken's review early next week	Internal review completed,
PM-8 Surveillance	Harry, Elaine	Wyatt	Sending close to final draft to Wyatt for her review on 22 May.	Being reviewed by Wyatt

- b) Reminder to post current versions of procedures in WelcomHome document area
- c) Discuss progress towards completion of drafts wrt to proposed DOE October site visit

- 3) Action items from 4-June-08 Meeting
 - a) Contact Dale about continuing on committee (Elaine)
Status: Done – Dale indicated he will be able to be a reviewer, and wants to participate, but doesn't have time to write procedures.
 - b) Determine what corrective action BNL has had from its EVMS review finding on contingency (hearsay from Pepin) (Dean)
Status: Dean contacting BNL.
 - c) Determine how to resolve inclusion of collaborators in RLS, whether direct or as M&S (Dean & Elaine)
Status: in progress – will discuss with Oversight Committee
 - d) Check if ESH staff could be reviewers of procedures (Dean)
Status: Done - with current staffing, doesn't seem likely
 - e) Invite Connee Trimby to future meeting to discuss lab's budget and accounting capabilities with respect to projects (Dean)
Status: planned for early June meeting
 - f) Determine if procedures are "FRA's" or "Fermilab's" (Dean)
Status: in progress

11-June-2008