

**Lab-Wide Earned Value Management System Project
Core Team Meeting
September 10, 2008
2:30 -3:30 PM
Black Hole (WH2NW)**

- 1) System Description and Implementing Procedures
 - a) Review by Oversight Committee [Elaine]
 - b) Streamlining Cost and Schedule Procedures [Elaine]
 - c) Implementing Procedures Process Flow Diagrams [Dean]
 - d) Next Steps [Dean]
- 2) Training
 - a) Discussions on Training Material from SLAC [Dean/Elaine]
 - b) Discussion with BNL on their EVMS Training [Dean/Elaine]
 - c) Next Steps [All]
- 3) Discuss CAM Notebooks –feedback from SLAC and BNL [Dean/Elaine]
- 4) Feedback from PNNL, SLAC and BNL on how Contingency/Management Reserve is Tracked [Dean/Elaine]
- 5) Status of customized Cobra CPR5 3 month rolling average report for variance analysis/thresholds [Dean]
- 6) Status of Action Items

ACTION ITEMS FROM 27-AUG-2008 MEETING:

New Action Item	Assigned to
Send system description and procedure to Terry for posting for OSC	Elaine
Send note to OSC starting review process & emphasizing responsibility to inform home organizations about EVMS	Elaine
Determine how other lab's use Cobra with MR and contingency	Dean
Get external review staffing in place	Dean
Find out if other labs have training we can use	Dean
Review DOE EVMS training slides for Fermilab applicability (Elaine to email out the link)	Core Team
In-progress Action Item	
Arrange for other lab demonstration of supporting tools	Dean
Get final implementation memo signed by Directorate on free physicist labor policy	Dean/Elaine