

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

- 1) System Description and Implementing Procedures [Elaine/ Dean]
  - a) Cleanup Revisions
  - b) Pocket Guide
  - c) Tecolote's Comments/Questions
- 2) Training
  - a) 2 Day EVMS Training Discussion [Dean/ All]
  - b) Special Topic Areas Training [Elaine/ All]
  - c) Senior Management Training [Elaine/Dean]
- 3) Preps for OECM/ Tecolote 1 Day Readiness Assessment Meeting 9-Jan [Dean/ Elaine]
- 4) Status of Action Items

**ACTION ITEMS AS A RESULT OF 12-Nov-08 MEETING:**

<b>New Action Item</b>	<b>Assigned to</b>
Review revised pocket guide & provide feedback	Core Team members
Prepare topic training	Bill, Suzanne, Dean, Elaine
Get documents re-signed	Dean/Elaine
<b>In-progress Action Item</b>	
Summarize spares meeting notes for distribution	Dean
Continue efforts on Fermilab implementation of OHEP direction on free physicists	Dean/Elaine
Develop memo to come from Pier for system roll-out	Dean
Schedule topic training	Elaine