

**Lab-Wide Earned Value
Management System Project
Core Team Meeting**

April 23, 2008

Dean A. Hoffer.

Agenda

- 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

Draft Procedure Assignments

PROPOSED PROCEDURE	PROPOSED WRITING ASSIGNMENTS	PROPOSED REVIEWER ASSIGNMENTS
PM-1 Project WBS, OBS, RAM	Rich, Rob	Dean
PM-2 Control Accounts, Work Packages, Planning Packages	Suzanne, Rich	Bill
PM-3 Work Authorization and Funds	Dean, Dale	Steve
PM-4 Project Scheduling	Bill, Ken	TJ
PM-5 Project Cost Estimating	Marc, Steve	Harry
PM-6 Monthly Status and Reporting	TJ, Harry	Suzanne
PM-7 Change Control	Rob, Elaine	Ken
PM-8 Surveillance	Harry, Elaine	Wyatt

Draft Procedure Template

FRA POLICIES AND PROCEDURES	NUMBER 12.XXX	REVISION X
	EARNED VALUE MANAGEMENT	PAGE 1 OF 2
TITLE <i>fill in procedure title</i>		PREPARED BY
		APPROVED BY

1.0 PURPOSE

This document describes fill in purpose

2.0 SCOPE

Describe the scope of this procedure

3.0 REFERENCES

3.1 list any references here, using one subsection number for each one

4.0 PROCEDURE

Write the procedural steps here, using one section for each step, and as many subsections as required

5.0 APPENDIX

5.1 list each appendix item under a separate subsection here, then attach them in order after this last page

Action Items

- 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]