

Meeting Invitees	Attended
Bill Boroski	X
Peter Garbincius	X
Nancy Grossman	X
Dave Harding	X
Steve Holmes	X
Tom Lackowski	X
Mike Lindgren	
Pat Lukens	X
Hugh Montgomery	X
Ann Nestander	X
Ed Temple	X
Connee Trimby	X
Dean Hoffer	X
Elaine McCluskey	
Additional Attendees	
Suzanne Saxer	X

ACTION ITEMS AS A RESULT OF THIS MEETING:

New Action Item	Assigned to
Determine cost of lab-wide implementation of EVMS (implies availability of project controls resources needed for upcoming projects – need to hire?)	Dean
Handling tracking and progress of free physicist labor/effort with milestones in schedule since won't be in EVMS process	Core Team
Determine how to handle separation of contingency and MR in Cobra (check with other labs)	Dean
Handling of spares in EVMS	Core Team

Agenda and Presentation slides for this meeting can be found at http://www.fnal.gov/directorate/OPMO/Projectsns/EVMS/OversightMtg/2008/08_14/OCM.htm

Handouts: none

Dean described **progress on reviews of System Description Document & Implementing Procedures**. Feedback from Fran Clark received, that from EG&G tech writer next week. He then outlined the next steps and schedule to completion: this committee to do their 10-day review by Sept 11, and Core Team rework done by Sept 19.

Planning for **training** has started. Meeting is scheduled with Barb Brooks to discuss her office's involvement. There will be three levels of EVMS process training; the Directorate, Division/Section Sr. Management, and the project team. Additionally there will be interviewing skills training for some members of the project team.

Phone call with **OECM** representative informed him that NOVA's new funding means they will have ample data for review, and suggested eliminating DECam from the review. Proposed week

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of Dec 8 or 15 for one day meeting, then week of 16 march for certification review. OECM will discuss and get back to us. Dean then reviewed how the meetings are expected to go and what documentation the projects will need to produce.

Dean informed the committee that **Variance Analysis thresholds** have been set per the last discussion, and that the **EVMS Audit** is in process, focusing on the accounting portion of the system and DECam's implementation thereof. Report is forthcoming.

Outstanding items:

MR and Contingency: Conclusion is that we can get by using NOVA-type thresholds as form of MR, but not in keeping with industry practice. Recommend using MR, need to figure out how to do this in Cobra.

New item – handling spares - Dave Harding brought up issue of making spares on project and then selling them to operational organization. This is often done on projects, but what does this mean to the EVMS? One option - could fund spares separately from "lab bank." Dean will discuss with core team and come back with options.

Next meeting 11 September 2008.