

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

ACTION ITEMS AS A RESULT OF THIS MEETING:

New Action Item	Assigned to
Determine who should be invited to the training	Elaine/Dean
In-progress Action Item	
Handling of spares in EVMS (not needed for certification process)	Core Team

Agenda and Presentation slides for this meeting can be found at http://www.fnal.gov/directorate/OPMO/Projectsns/EVMS/OversightMtg/2008/10_09/OCM.htm

Handouts: none

Dean described **progress on System Description Document & Implementing Procedures**. Comments received from the oversight committee were appreciated and helpful. Also valuable were the comments and discussion from Terry McNew, EG&G retired from Savannah River. Documents will be signed next week and ready for implementation. Pier received presentation on system just before this meeting, and will be reviewing the system description and signing by Wednesday.

Elaine described the plan for bringing NOvA up to speed on the new procedures.

Discussion of **training** – Dean outlined the plan for using Jim Wrisley, consultant used by PNNL and BNL for training. Setting 1st week of December for project/CAM training (2 day). Still trying to get date for senior management training.

Talked in general about how to **roll out the EVMS to the overall lab**. Several suggestions from the committee, including:

- During appointment of project manager, Pier would specifically mention requirement to utilize EVMS

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- Nancy suggested a regular “project management” group meeting. Dean is working on creating PM communities, similar concept.
- Connee said field financial managers should be specifically informed.
- This is a big story – need to tell people how to get to the documents.
- Steve suggested a 15 minute presentation to lab management meeting.

Dean informed committee that Office of Quality and Best Practices has agreed to be responsible for EVMS Surveillance and Maintenance. Also, Dean has recently learned that OECCM will review on 2 year cycle.

Comments were solicited on the **tools demo** that happened the last 2 days. Comments included reflection on amount of time required to develop the tools, but that this would create some much needed standardization in the lab.

Updates on action items:

- Implementation cost – Dean said that cost is not much incrementally over what we should be doing to properly perform project management anyway. Tools as demoed last couple of days are not required for this.
- Free physicists – awaiting final guidance from OHEP – Peter has tweaked them.
- Separation of MR/Contingency – determined all other labs track MR and contingency outside Cobra, because Cobra can’t handle both.
- Spares – not required for certification, but will be addressed.

Dean noted several **FYIs**, which are detailed in the slides.

Next meeting 13 November 2008.