

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

ACTION ITEMS AS A RESULT OF THIS MEETING:

New Action Item	Assigned to
Confirm revisions for 1) % complete PMT requiring peg points for tasks > 2 mos duration & 2) revised variance thresholds with Peter and Steve	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/2008/02_12/OCM.htm

Handouts: none

Elaine described **progress on document revisions and updating**. Some processes are being developed (ETC/EAC), but revisions based on January assessments is in progress by the entire Core Team.

Dean reviewed how **senior management training** was received by the attendees (Dave and Ed were in the training). Stoplight chart was seen as a good, quick way to look at project – asked for this to be put on a dashboard. The SPI/CPI trend chart was also seen as valuable. The attendees seemed to grasp how EAC could be used to look at remaining contingency availability.

Pending issues:

- **Subjective % Complete PMT:** To make this more objective, need peg points to establish completeness for longer tasks. Core Team has determined that >2 months on tasks with this PMT would require peg points to be documented (NOVA does this in a field in the schedule). OSC is ok with this, Dean to get Peter Garbincius and Steve Holmes concurrence before directing NOVA to proceed with this change.

Oversight Committee Meeting Minutes

- **Variance Thresholds:** Were seen as “too loose” by OECM and Jim Wrisley. Dean reviewed comments by Jim and by Peter Garbincius (who couldn’t attend today’s meeting). The OSC concurred with proposed suggestions on the slides for the revised red thresholds, and that the yellow warning level thresholds would be $\pm 5\%$ and half of the \$ value. Dean to get concurrence from Steve and Peter on these changes.
- **ETC/EAC:** Core Team is struggling with defining “significant” level to trigger doing ETC. There are many variables to consider: how much effort there is to do to make the ETC, considering the likelihood of the estimated change to occur. Mechanics of process to it are still being worked out.

Dean stated the **best dates for the review**, with all schedules considered, appears to be week of 20 April or 11 May. Dean is in discussions with OECM on scheduling.

Next meeting will be 12 March at 3:00 p.m.