

**Lab-Wide Earned Value
Management System Project
Oversight Committee Meeting**

September 11, 2008

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Agenda

- Project Progress [Dean]
 - Progress on Reviews of System Description Document and Implementing Procedures
 - Next Steps
 - Schedule
- Training [Dean/Elaine]
- CAM Notebooks
- FYIs
 - Customized Cobra CPR5 3 month rolling average report for variance analysis/thresholds [Dean]
 - How other Lab's track Contingency/ Management Reserve [Dean/Elaine]
 - NOvA Project Preparation Meeting 28-Aug [Dean]
- Next Meeting 9-Oct

Project Progress

System Description Document/Implementing Procedure Reviews

- Oversight Committee Review and Comment
 - due today
- EG&G Flow Chart Review of Implementing Procedures
 - Initial review complete
 - Tasked to generate missing flow diagrams, comment on existing flow diagrams and consistent formatting

Next Step

System Description Document/Implementing Procedures

- Core Team Review
 - Core Team consolidates Oversight Committee comments, EG&G flow diagram draft/comments and update documents (Elaine to track comment resolution in spreadsheet)
 - EG&G person with DOE EVMS certification experience (outside 3rd Party) reviews documents after updates complete

Review Process

Activity	Duration	Start	Finish	Forecast Finish
Oversight Committee review of all procedures	10 days	11-Aug-08	22-Aug-08	11-Sep-08
Core Team rework after OS review	5 days	25-Aug-08	29-Aug-08	19-Sep-08
EG&G Review	4 days	19-Sep-08	24-Sep-08	
Core Team update as required after EG&G review	3 days	25-Sep-08	29-Sep-08	

Schedule

- Key Activities/Projected Dates
 - Documents ready for Readiness Review – 17-Oct-2008
 - Readiness Review by OECCM – 16-Dec-2008
 - OECCM On-Site Review – 11-Mar-2009

(still do not have confirmation on suggested Readiness Review and Site Review dates from OECCM)

SLAC Training

- Distributed to Core Team for review
 - LUSI EVMS Training Slides
 - LCLS EVMS Training Slides
 - (Slides linked off of meeting webpage)

Training Discussion with BNL

- 2 Day General EVMS Training by Outside Trainer (for CAMs, Project Management and Senior Management)
- Individual CAM Coaching (Finishing School) – asked example OECM interview questions and coached on appropriate responses and use of CAM Notebook
- Specific Topic Training – i.e. Variance Analysis, ETC
- Mock Review – full week review with interviews with feedback on documentation, presentations and interview skills (done by same person as 2 day review)
- BNL will be sending training vendor contact information

CAM Notebooks

- SLAC
 - Emphasized importance of having and using CAM Notebooks. Hard Copies updated by Project Controls. Information available electronically in the Hammer. (have content index)
- BNL
 - Hardcopy and same information posted monthly by Project Controls (to be sent content index)

SLAC CAM Notebook Index

1. Org Charts (Directorate and Project)
2. WBS Structure & Dictionary
3. Responsibility Assignment Matrix (RAM)
4. Milestone Structure & Dictionary
5. Work Authorization Document (WAD)
6. P3 Milestone Chart
7. P3 Detail Schedules
8. Control Account Planning (CAP) sheets
9. Cost Performance Report (CPR) Earned Value reports
10. tbd
11. EIA-748A 32 Criteria / Acronyms
12. misc

FYI's

- Customized Cobra CPR5 3 month rolling average report for variance analysis/ thresholds
- How other Lab's track Contingency/ Management Reserve
- NOvA Project Preparation Meeting 28-Aug

Customized CPR5 3 Month Average Report

- Report has been written by Deltek Consultant
- Report will be installed/tested along with Cobra V4.7 Upgrade
- Installation and testing in DEV environment week of 15-Sep and in PRD week of 22-Sep
- Projects can run and use for Sept. variance analysis and reporting

Tracking Contingency & Management Reserve

- PNNL
 - Do not use Cobra. EV done in home grown tool Plan.Net.
- SLAC
 - Use Cobra, but track Contingency and MR outside of Cobra, but include in monthly report. MR is for OPC and Contingency is for TEC.
- BNL
 - Contingency/Management Reserve is tracked and reported outside of Cobra

Agenda from NOvA Project Preparation Meeting (28-Aug)

- Things for NOvA to working on
 - Work Authorization
 - FRA Variance Thresholds
 - Monthly ETC
 - \$RAM
 - CAM Notebooks
- OECCM's Expectations
 - 1 Day Planning/ Readiness Assessment Meeting
 - Full Week Certification Review

Next Meeting

- Thursday, 9-Oct