

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

December 11, 2008

Dean. Hoffer / Elaine McCluskey

Agenda

- Project Progress [Dean/Elaine]
 - EVMS Documents
 - Training
 - NOvA's Preparations/Transition
 - Mock Review
 - Schedule
- OECM Meetings [Dean/Elaine]
 - 6-Nov Pre-Meeting with OECM
 - 10-Dec Conference Call
 - 9-Jan Readiness Assessment Meeting
- FYIs
 - Customized Cobra CPR5 3 month rolling average report [Dean]
 - OHEP Guidance on Free Physicist [Dean/Elaine]
- Action Items
- Next Meeting 8-Jan

EVMS Documents

- Update of System Description and Implementing Procedures approved and Posted.
- Received comments and questions from Tecolote (OECM contractor) on 1st approved version of System Description and Implementing Procedures.
- EVMS Core Team evaluating comments and questions from Tecolote. Will develop response and discuss with OECM/Tecolote prior to 9-Jan meeting.

Training

- 2 Day EVMS Training – Held Dec 3-4
- Special Topics for NOvA CAMS
 - 18-Nov: EVMS Certification Process
 - 9-Dec: Work Authorization/ Change Control/ Variance Analysis
 - 6-Jan: Status and Reporting Cycle
- Tri-fold Pocket Guide
- ½ Day Senior Management Training (to schedule after 12-Jan Mock Review)

NOvA's Preparations/Transition

- Work Authorizations
- CAM Notebooks
- Monthly Reporting

Schedule – Key Dates

- Jan. 9 - OECM One Day Readiness Review
- Jan. 12 (full week) Mock Certification Review
- OECM On-Site Review (proposed week of 16-Mar-09)

6-Nov OECCM Pre-Meeting

Attendees

Bollinger, Mark	DOE / Dpty Site Office Mgr –
Carolan, Pepin	DOE / FPD
Chrisman, Bruce	FRA / FLD COO
Cooper, John	FRA / NOvA Project Mgr
Fisher, Kurt	DOE / SC EVMS POC
Fountain, Jim	DOE / OECCM Lead
Garbincius, Peter	FRA / Assoc Dir
Hoffer, Dean	FRA / FLD OPMO Mgr
Holmes, Steve	FRA / FLD Assoc Dir
Kim, Young-Kee	FRA / FLD Dpty Dir (loan from Univ Chicago)
Lavine, Ted	DOE / Prog Mgr (loan from Stanford Univ)
Livengood, Joanna	DOE / Site Office Mgr
McCluskey, Elaine	FRA / NOvA EVMS Imp lead
Ray, Ron	FRA / NOvA Dpty Proj Mgr
Saxer, Suzanne	FRA / NOvA Proj Controls

6-Nov OECM Pre-Meeting Issues

- Need to further discuss handling of Management Reserve and Contingency Reserve funds
- Need to further discuss unfunded scientific activities relative to WBS (*FRA point: Scientists are not funded by the project but are core program funded*).
- Need to further discuss CAMS for EVMS on-site review (University Professors us-wide vs. FNAL based staff) left to 1 day RA session
- Need to further discuss the MOU between Univ of Mn and FRA and impact of UMn supply of EVMS data to FRA.
- How the EVMS in place before the NOvA hiatus and then restart was handled – brief and light “Crosswalk” discussion at Day 1 RA session.

10-Dec OECM/Tecolote Conference Call

- Requested by OECM
- Discussion areas
 - FRA vs. Fermilab vs. URA
 - Two Accounting Systems
 - Standard Forms
 - EVMS Process not just for DOE projects
 - Comment/Questions on EVMS Documents
- Results (Further discussion at 9-Jan RA)

FYIs

- Customized Cobra CPR5 3 month rolling average report [Dean]
- OHEP Guidance on Free Physicist [Dean/Elaine]

Action Items

ACTION ITEMS AS A RESULT OF 9-Oct 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

Next Meeting

- Thursday, 8-Jan