

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

March 12, 2009

Dean. Hoffer / Elaine McCluskey

Agenda

1. Project Progress [Dean/Elaine]
 - EVMS Documents
 - Pending Action Items (To-Do-List)
 - Discussion with OECM/Tecolote
2. FYIs
 - ETC/EAC Process
 - Contingency/Management Reserve
3. Schedule [Dean/Elaine]
4. Next Meeting

To-Do-List

- **194** total items currently
- **109** items open
 - **99** open items need completed by document submittal on 3-Apr
 - 67 of the 99 are marked up changes to System Description and Procedures
 - **3** open items required to be completed by 31-Mar to support NOvA's March Reporting
 - **7** open items required by 4-May to be ready for actual review

Call with OECM/Tecolote

- Discussed Agenda
- Discussed who will be interviewed in addition to CAMs
- Discussed what documents are required 30+ days ahead of the review
- Next call on 19-Mar

Agenda

Monday, May 11

<i>Time</i>	<i>Subject</i>	<i>Name</i>	<i>Location</i>
7:30 – 8:00	Badge In		WH1N
8:00-12:00	Review Kick off – Welcome		
	Project Overview	John Cooper	
	EVM System Overview	Dean Hoffer	
	Live Schedule Demonstration	Bill Freeman	
12:00-1:00	Lunch		
1:00 - 5:00	Review Team Orientation / Training /Meeting		

Tuesday, May 12

<i>Time</i>	<i>Subject</i>	<i>Name</i>	<i>Location</i>
8:00-12:00	Team Preparation/Documentation Traces		
12:00-1:00	Lunch		
2:00-3:00	Interview –	Seiter, Sia-Bates	
1:00 - 3:30	Interview CAM – Ken Heller	Interview Team #2	TBD
1:00 - 3:30	Interview CAM – Steve Dixon	Interview Team #3	WH5E
1:00 - 3:30	Interview CAM – John Cooper	Interview Team #4	WH12E
1:00 – 3:30	ACCOUNTING Interviews		
3:30-5:30	Review Team Meeting/ Documentation Write-up	Review Team	
5:30-6:00	Informal Daily Out-Brief		

Agenda (continued)

Wednesday, May 13			
<i>Time</i>	<i>Subject</i>	<i>Name</i>	<i>Location</i>
8:00-9:00	Team Preparation		
9:00-10:00	Interview –	Seiter, Sia-Bates	
9:00-11:30	Interview CAM – Pat Lukens	Interview Team #2	TBD
9:00-11:30	Interview CAM – Paul Derwent	Interview Team #3	TBD
9:00-11:30	Interview CAM – Stuart Mufson	Interview Team #4	TBD
9:00 – 11:30	ACCOUNTING Interviews		
11:30-12:00	<i>Review Team Meeting / Discussion</i>	Review Team	
12:00-1:00	Lunch		
1:00-2:00	Interview –	Seiter, Sia-Bates	
1:00 - 3:30	Interview CAM – Rich Talaga	Interview Team #2	TBD
1:00 - 3:30	Interview CAM – Bob Zwaska	Interview Team #3	WH13E
1:00 - 3:30	Interview CAM – Mike Martens	Interview Team #4	WH13W
1:00 - 3:30	ACCOUNTING Interviews		
3:30-5:30	<i>Review Team Meeting/ Documentation Write-up</i>	Review Team	
5:30-6:00	Informal Daily Out-Brief		

Agenda (continued)

Thursday, May 14			
<i>Time</i>	<i>Subject</i>	<i>Name</i>	<i>Location</i>
8:00-9:00	Team Preparation		
9:00-10:00	Interview –	Seiter, Sia-Bates	
9:00-11:30	Interview CAM – Ioanis Kourbanis	Interview Team #2	TBD
9:00-11:30	Interview CAM – Leon Mualem	Interview Team #3	TBD
9:00-11:30	Interview CAM – Carl Bromberg	Interview Team #4	TBD
9:00 – 11:30	ACCOUNTING Interviews		
11:30-12:00	Review Team Meeting / Discussion	Review Team	
12:00-1:00	Lunch		
1:00 – 5:00	<i>Documentation Writing</i>	<i>Finish ALL GL Write-ups from the Week's Interviews</i>	

Friday, May 15			
<i>Time</i>	<i>Subject</i>	<i>Name</i>	<i>Location</i>
8:00-12:00	Consensus on CARs, CIOs	Review Team	
12:00-1:00	Lunch		
1:00-4:30	<i>Writing CARs, CIOs Out-Brief</i>		
5:00	<i>Formal Out-Brief</i>		

Documentation Requirements for Certification Review (~30 days prior)

ITEM # FROM OECM LIST	DOCUMENTATION DESCRIPTION FROM OECM LIST	REQUIRED FOR SUBMITTAL PER OECM CONF CALL 3/6/09?	COMMENTS ON SUBMITTAL	DOCUMENTS PROVIDED BY FRA TO COVER THIS REQUIREMENT
1	Contract and changes/modifications	Y	This is the binding document that tells FRA to execute the work for NOVA, plus any modifications to that direction, can include PEP & PMP.	NOVA CD-0, CD-1, CD-2, CD-3a approvals NOVA Project Management Plan
2	Statement of Work or PEP	Y		NOVA PEP
3	CPR - last 3 months (EVM Reports)	Y	CPR1 through CPR5 whatever we use as standard, but CPR5 may be covered in VARs.	CPR1 for Dec 08, Jan 09, Feb 09
4	CFSR (specify period for request)	N		N/A
5	EVM System Description, Policies & Procedures	Y		FRA EVM System Description & Procedures NOVA Implementation of FRA EVMS
6	CAM Notebooks (These should be made available for review during the interview process.)	N		N/A
7	32 Guidelines cross reference to EVMS description	Y		included in FRA EVM System Description
8	Dollarized Responsibility Assignment Matrix (Please provide the \$ and/or % of LOE in each WBS)	Y		NOVA \$ RAM
9	Organizational Chart	Y		NOVA Organizational Chart
10	Organizational Breakdown Structure (CWBS)	Y		NOVA OBS
11	CWBS Dictionary	Y		NOVA WBS Dictionary
12	Control Account Plans	Y		NOVA's 67 Control Account Plans
13	Program Schedules	N		N/A
14	Variance Analysis Reports - last 3 months	Y		NOVA VARs for Dec 08, Jan 09, Feb 09
15	Variance Analysis Corrective Action Log	Y		NOVA VAR Corrective Action Log
16	Management Reserve Log	Y	For items 16 - 18, provide logs from Cobra from inception	NOVA MR Log from Cobra
17	Undistributed Budget Log	Y		NOVA Undistributed Budget Log from Cobra

Documentation Requirements for Certification Review (~30 days prior)

18	Baseline Change Control Log	Y		NOVA Baseline Change Control Log from Cobra
19	EAC Procedures and Supporting Documentation	Y		
20	Bill of Material, if applicable	N		
21	Material Requirement Reports, if applicable	N		
22	Overhead Budget Policies and Procedures	Y		
23	Indirect Cost Pool Listing	Y		Indirect Burden Allocation Policy and Methodology from Finance website
24	Charge Number Structure Explanation	Y		
25	Rate Tables, Rationale for Projected Rates	Y		Current Year Burden Rates from Finance website NOVA Escalation Rates from Cobra, backup information NOVA Labor Rates from Cobra, backup information
26	Accounting Manual	Y		Fermilab Accounting Manual
27	Disclosure Statement	Y		CAS Disclosure Statement from Finance website
28	Copies of DCAA Audit Reports, if applicable	Y	although DCAA not used, need most recent single external audit report	
29	List of Subcontractors (SubK), if applicable	N		N/A
30	SubK Scope of Work	N		N/A
31	SubK Program Schedule	N		N/A
32	SubK Control Account Plans	N		N/A
33	SubK EAC Procedures and Supporting Document	N		N/A
34	Other Supplier Internal EV Reports	N		N/A

FYI Item

- ETC/EAC Process
- Contingency/Management Reserve

Timeline

- 27-Mar – Complete revisions and approve System Description and all Procedures
- 3-Apr – Submit Documents to OECM/Tecolote via webpage
- 11-May – Full Week Certification Review
- 25-May – Develop and submit Correction Action Plan to OECM/Tecolote

Action Items

ACTION ITEMS AS A RESULT OF 12Feb-09 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