Department of Energy
Washington, DC 20585

APR 11 2012

MEMORANDUM FOR DANIEL LEHMAN, DIRECTOR
OFFICE OF PROJECT ASSESSMENT

FROM: MICHAEL PROCARIO
DIRECTOR, FACILITIES DIVISION
OFFICE OF HIGH ENERGY PHYSICS

SUBJECT: REQUEST TO CONDUCT CD-1 REVIEW OF THE MU2E PROJECT AT FERMILAB

I request you conduct an Independent Project Review of the "Mu2e" Project (for construction of the Muon-to-Electron Conversion Experiment) on June 5-7, 2012 at Fermilab, in order to validate readiness of the conceptual design and cost range for Critical Decision CD-1.

In your review, please evaluate whether the Project is prepared to enter the next phase, preliminary design. In performance of a general assessment of progress, current status and the identification of potential issues, the committee should address the following specific items:

1. Does the conceptual design satisfy the performance requirements?
2. Do the conceptual design report and supporting documentation adequately justify the stated cost range and project duration?
3. Does the proposed project team have adequate management experience, design skills, and Laboratory support to produce a credible technical, cost and schedule baseline?
4. Are ES&H aspects being properly addressed and are future plans sufficient given the projects current stage of development?
5. Is the documentation required by DOE, satisfying Order 413.3B, ready for approval of CD-1?

Dr. Theodore Lavine is the program manager for the Mu2e Project in this office and will serve as the OHEP contact person for the review.

We appreciate your assistance in this matter. As you know, these reviews play an important role in our program. I look forward to receiving your Committee's report.

Sincerely,

Michael Procario, Director
Facilities Division
for High Energy Physics

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