

# memorandum

DATE: MAY 28 2014

TO: Stephen Meador, Acting Director, Office of Project Assessment, SC-28

FROM: Michael Procario, Director of Facilities for High Energy Physics 

SUBJECT: DOE Review of the Mu2e Project

I request your Office organize and conduct an Office of Science Independent Project Review (IPR) on June 10, 2014 in Germantown Headquarters for the Mu2e Project. The primary purpose of this review is to evaluate the project's readiness for approval of Critical Decision CD-3A, Approval of Long-lead Procurement, for the project's solenoid magnet superconductor. The review committee should also assess the project's direction toward developing the performance baseline by the end of the fiscal year.

Specifically, the committee should respond to the following questions:

1. Are the conductor designs technically sound and sufficiently mature, and are all requirements and technical risks appropriately defined in order to support conductor production?
2. Is the project being effectively managed, and is it properly organized and staffed to successfully execute the project plan as it relates to the long-lead procurement?
3. Are the cost and schedule for the long-lead procurements credible, with adequate contingencies? Are risks identified and managed appropriately?
4. Are environmental, safety and health aspects being properly addressed appropriately?
5. Has the project responded appropriately to recommendations from the last DOE review, specifically, in relation to the conductor?
6. Is the project ready for approval of CD-3A to start the long-lead procurement of the conductor?

Dr. Theodore Lavine is the HEP program manager for the Mu2e Project and will serve as the HEP 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.

cc:

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