



Closeout Presentation and Final Report Procedures



(Use PowerPoint / No Smaller than 18 pt Font)

2.1 Use Section Number/Title corresponding to writing assignment list.

List Review Subcommittee Members

List Assigned Charge Questions and Review Committee Answers

2.1.1 Findings – What the project told us

- In bullet form, include your account of factual technical, cost, schedule, and management. Information provided/presented by the Project

2.1.2 Comments – What we think about what the project told us

- In bullet form, include your assessment of project status (observations, concerns, feedback, suggestions, etc.) based on the findings. This section carries more emphasis than the Findings, but does not require an action as do the Recommendations. Do not number your comments.

2.1.3 Recommendations – What we think the project needs to do

- 1. Beginning with an action verb, provide a brief, concise, and clear statement with a due date.**

For Critical Decision reviews, include a specific recommendation addressing how the Committee judged the readiness for the CD, *i.e.*:

- **The project is ready to proceed to CD-2; *or***
- **The project is ready to proceed to CD-2, after addressing the following recommendations**



Format: Final Report

(Use MS Word / 12pt Font)

2.1 Use Section Number/Title corresponding to writing assignment list.

2.1.1 Findings – What the project told us

Include a brief narrative description of technical, cost, schedule, management information provided by the project. Each subcommittee will emphasize their area of responsibility.

Cost and schedule subcommittee should provide attachments for approved project cost breakdown and schedule. Management subcommittee should provide attachment for approved project organization and names of personnel.

2.1.2 Comments – What we think about what the project told us

Descriptive material assessing the findings and making observations and conclusions based on the findings. **The committee's answer to the charge questions should be contained within the text of the Comments Section.** Do not number your comments.

2.1.3 Recommendations – What we think the project needs to do

1. Beginning with an action verb, provide a brief, concise, and clear statement with a due date.
- 2.

Please Note: Recommendations are approved by the full committee and presented at the review closeout briefing. Recommendations SHOULD NOT be changed or altered from the closeout report to the Final Report.



**Closeout Report on the
DOE/SC Review of the
Proton Improvement Plan (PIP-II)
Fermi National Accelerator Laboratory
June 16-17, 2015**

**Stephen W. Meador
Committee Chair**

Office of Science, U.S. Department of Energy

<http://www.science.doe.gov/opa/>



1. Is the proposed technical concept, including both new construction and modifications to existing infrastructure, likely to satisfy the P5 recommendation? Are there major alternative technical choices? How well understood are the international in-kind contributions?
 3. Does the scheduling strategy fit with other major projects at Fermilab?
 4. Is there significant R&D that still needs to be carried out in order to implement the proposed concept? Are all the significant technical and cost risks identified? Does the laboratory have a plan, and sufficient resources, to complete the R&D in a timely manner?
- **Findings**
 - **Comments**
 - **Recommendations**



2. Is the presented cost range based on sound reasoning, consistent with experience of similar projects? Is it likely to bound the actual cost when PIP-II is built?

4. Is there significant R&D that still needs to be carried out in order to implement the proposed concept? Are all the significant technical and cost risks identified? Does the laboratory have a plan, and sufficient resources, to complete the R&D in a timely manner?

- **Findings**
- **Comments**
- **Recommendations**



| PROJECT STATUS | | |
|-----------------------------------|---|----------------|
| Project Type | MIE / Line Item / Cooperative Agreement | |
| CD-1 | Planned: | Actual: |
| CD-2 | Planned: | Actual: |
| CD-3 | Planned: | Actual: |
| CD-4 | Planned: | Actual: |
| TPC Percent Complete | Planned: _____% | Actual: _____% |
| TPC Cost to Date | | |
| TPC Committed to Date | | |
| TPC | | |
| TEC | | |
| Contingency Cost (w/Mgmt Reserve) | \$ | |
| Contingency Schedule on CD-4b | _____ months | _____ % |
| CPI Cumulative | | |
| SPI Cumulative | | |



3. Does the scheduling strategy fit with other major projects at Fermilab?
4. Is there significant R&D that still needs to be carried out in order to implement the proposed concept? Are all the significant technical and cost risks identified? Does the laboratory have a plan, and sufficient resources, to complete the R&D in a timely manner?
5. Does the management team possess the requisite expertise and experience? Is it appropriately organized and staffed to initiate PIP-II activities?

- **Findings**
- **Comments**
- **Recommendations**