



U.S. DEPARTMENT OF
ENERGY

OFFICE OF
SCIENCE

DOE/SC CD-2/3a Review
of the
Utilities Upgrade Project (UUP)
Fermi National Accelerator Laboratory
December 9-10, 2014

Raymond Won
Committee Chair
Office of Science, U.S. Department of Energy

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



DOE EXECUTIVE SESSION AGENDA

Tuesday, December 9, 2014—Fermilab Comitium

- 8:00 a.m. DOE Executive Session..... R. Won
- 8:10 a.m. Program Perspective..... D. Michlewicz
- 8:15 a.m. Federal Project Director Perspective..... S. Neus
- 8:25 a.m. Questions
- 8:30 a.m. Adjourn

Project and review information is available at:

<https://fermipoint.fnal.gov/organization/os/FESS/SLI/SitePages/Home.aspx>

Username: sli_reviewer

Password: FermilabUUP!

Raymond Won, DOE/SC, Chairperson

Review Committee

Subcommittee 1: Technical

*Jeff Pittman, PNNL
Javier Sevilla, SLAC
Michele Solaroli, TJNAF

Subcommittee 2: ES&H

*Norm Picker, SLAC
John Aloï, BNL

Subcommittee 3: Cost and Schedule

*Stan Tuholski, LBNL
Julia Chaffin, SLAC
Stephen Langish, PPPL

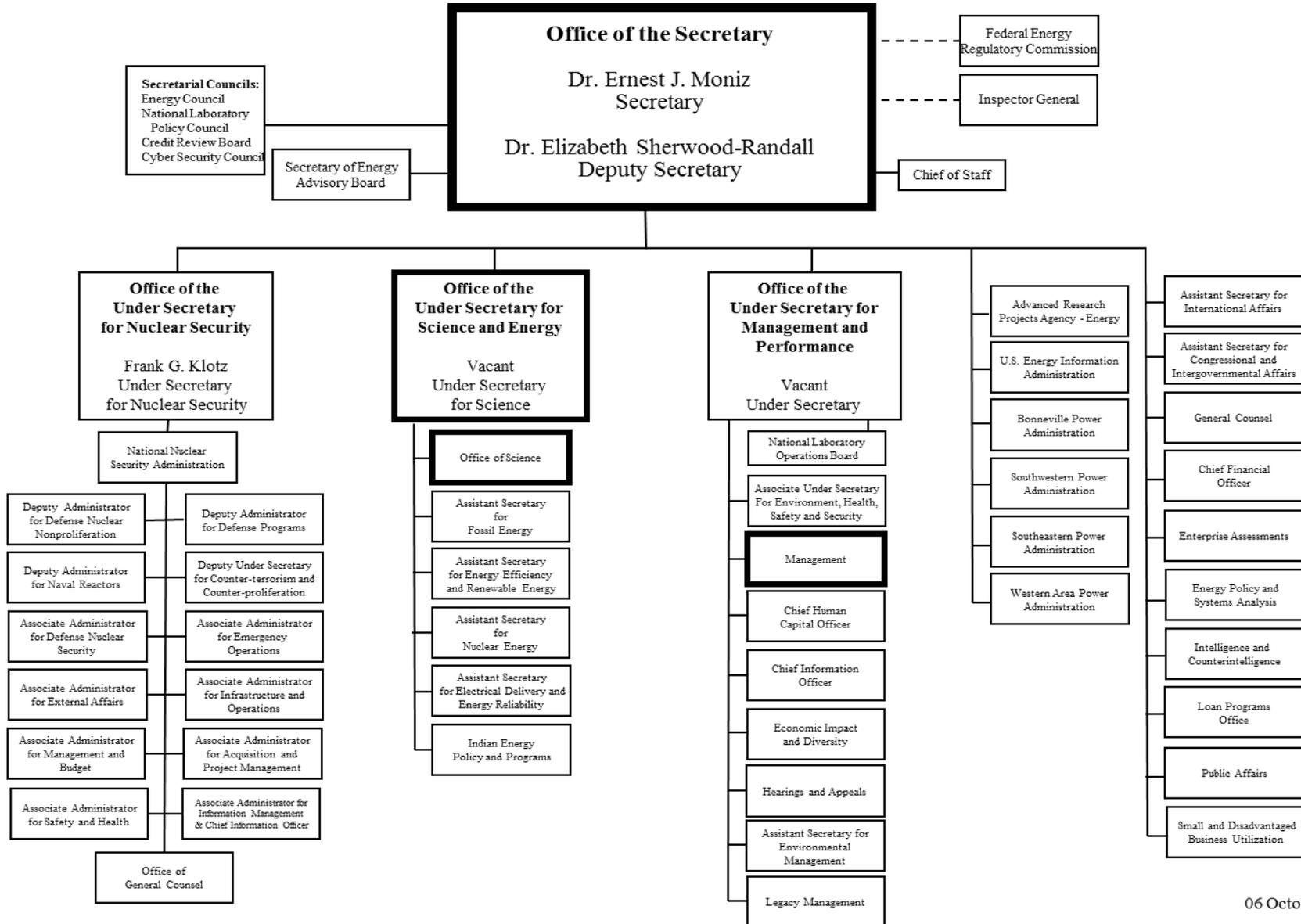
Subcommittee 4: Management

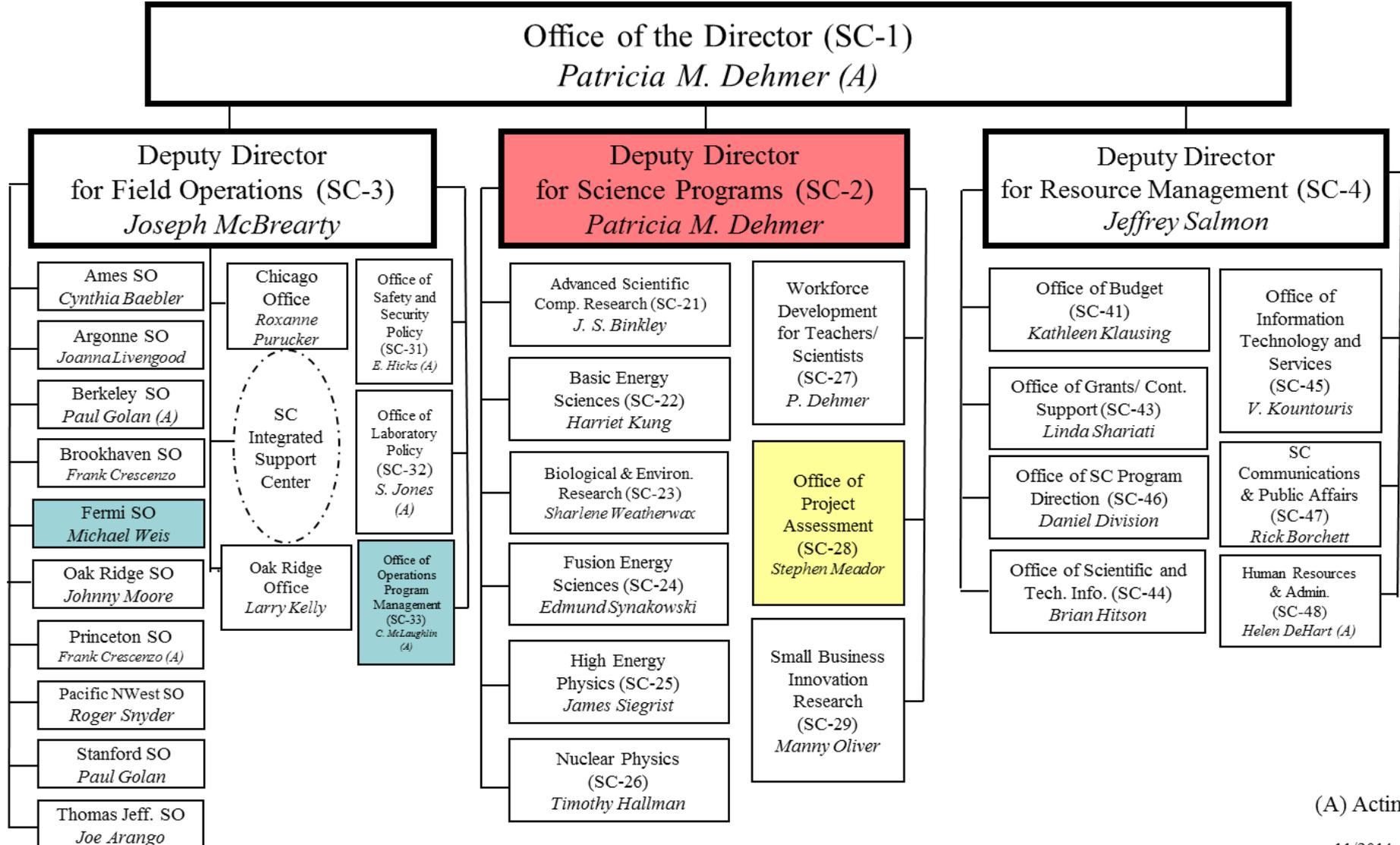
*Jack Stellern, ORNL
Teresa Danforth, TJNAF

*Lead

Observers

Stephen Meador, DOE/SC
David Michlewicz, DOE/SC
Gary Brown, DOE/SC
Pete Bako, DOE/APM
Steve Neus, DOE/FSO
Tiffany Tran, SLAC





(A) Acting



1. Are all Key Performance Parameters (KPPs) sufficiently defined and documented to establish the project performance baseline? Are preliminary designs for all project scope (i.e., for CD-2), final design for Phase A scope (i.e., for CD-3a), and the respective design review reports complete? Similarly, is the Phase A scope towards achieving the KPPs sufficiently defined and documented?
2. Are the project cost and scope consistent with the draft Project Execution Plan and preliminary performance baseline? Has the schedule been appropriately updated? Is adequate cost, schedule, and scope contingency identified to mitigate risk prior to and after CD-3a? Is an Earned Value Management System employed and ready to begin monthly PARS-II reporting in a timely manner?
3. Are the solicitation documents accurate and sufficiently mature to support the procurement and/or construction of the Phase A scope under CD-3a? Are the Acquisition Strategy and Acquisition Plan updated and approved? Are cost estimates reconciled and bids or quotes in-hand?
4. Have Environmental, Safety and Health aspects of the project been adequately addressed? Have the Hazard Analysis Report and final National Environmental Policy Act determination been issued? Are the necessary permits in place to allow the Phase A scope to commence?
5. Are there any interdependencies with other projects or significant research operations? If so, have they been identified and are there plans in place to mitigate risk for the Phase A scope?
6. Is the project being managed (i.e., properly organized and adequately staffed) to support the project to successful completion? Has the Integrated Project Team responded appropriately to recommendations from prior reviews?



Tuesday, December 9, 2014—Fermilab Comitium (WH2SE)

8:00 am	DOE Executive Session	R. Won/G. Brown/D. Michlewicz
8:30 am	Fermilab Welcome	T. Meyer
8:40 am	Project Welcome	K. Collins
	<ul style="list-style-type: none"> • Mission Need • Key Operational Issues • Operational Coordination 	
9:00 am	WBS 1 Project Management.....	R. Alber
	<ul style="list-style-type: none"> • Scope, Cost & Contingency • Acquisition Strategy • Risk and Contingency • EVMS 	
9:45 am	Environment, Safety and Health (ES&H).....	J. Cassidy
10:00 am	Break	
10:15 am	Site Tour	
11:30 am	Lunch – 2 nd Floor Crossover	
12:20 pm	Photo for Reviewers Only - Atrium	
12:30 pm	WBS 2 High Voltage.....	R. Wielgos
1:30 pm	WBS 3 Industrial Cooling Water.....	C. Federowicz
2:30 pm	Break	
2:45 pm	Breakout Sessions	
	<ul style="list-style-type: none"> • Management—Comitium (WH2SE) • Cost and Schedule—Snake Pit (WH2NE) • ES&H—Black Hole (WH2NW) • High Voltage—Theory (WH3NW) • Industrial Cooling Water—ConFESSional (WH5E) 	
5:00 pm	DOE Executive Session – Comitium (WH2SE)	
6:00 pm	Adjourn	



Wednesday, December 10, 2014 – Comitium (WH2SE)

- 8:00 am Report Writing
- 9:00 am Closeout Dry Run #1/Coordination with Laboratory
- 10:15 am Break
- 10:30 am Closeout Dry Run #2
- 11:30 am Closeout Presentation
- 12:00 pm Lunch/Adjourn



Report Outline/Writing Assignments

Executive Summary Won

1. Introduction Michlewicz

2. Technical (**Charge Questions 1, 5, 6**)..... Pittman*/SC1

 2.1 Findings

 2.2 Comments

 2.3 Recommendations

3. Environment, Safety, and Health (**Charge Question 4**) Picker*/SC2

4. Cost and Schedule (**Charge Questions 1, 2, 3**)..... Tuholski*/SC3

5. Management (**Charge Questions 1, 3, 5, 6**) Stellern*/SC4

*Lead



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.**
- 2.**



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.



- **Present closeout reports in PowerPoint.**
- **Forward your sections for each review report (in MSWord format) to Casey Clark, casey.clark@science.doe.gov, by Monday, December 17, 8:00 a.m. (EST).**



Closeout Report on the DOE/SC CD-2/3a Review of the

Utilities Upgrade Project (UUP)

Fermi National Accelerator Laboratory

December 9-10, 2014

Raymond Won

Committee Chair

Office of Science, U.S. Department of Energy

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 5. Are there any interdependencies with other projects or significant research operations? If so, have they been identified and are there plans in place to mitigate risk for the Phase A scope?

 6. Is the project being managed (i.e., properly organized and adequately staffed) to support the project to successful completion? Has the Integrated Project Team responded appropriately to recommendations from prior reviews?
- **Findings**
 - **Comments**
 - **Recommendations**



4. Have Environmental, Safety and Health aspects of the project been adequately addressed? Have the Hazard Analysis Report and final National Environmental Policy Act determination been issued? Are the necessary permits in place to allow the Phase A scope to commence?

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



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 3. Are the solicitation documents accurate and sufficiently mature to support the procurement and/or construction of the Phase A scope under CD-3a? Are the Acquisition Strategy and Acquisition Plan updated and approved? Are cost estimates reconciled and bids or quotes in-hand?
- **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)	\$	_____ % to go
Contingency Schedule on CD-4b	_____ months	_____ %
CPI Cumulative		
SPI Cumulative		



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6. Is the project being managed (i.e., properly organized and adequately staffed) to support the project to successful completion? Has the Integrated Project Team responded appropriately to recommendations from prior reviews?

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