

BTeV CD-1 Director's Review  
Wednesday, October 22, 2003  
Breakout Groups/Sessions/Times/Locations

Draft Charge

This charge is for the Committee to conduct a Director's Critical Decision – 1 (CD-1) Review of the proposed BTeV project at Fermilab. Approval of CD-1 will allow the expenditure of funds for design to proceed from the Conceptual Design phase to the more detailed design phase.

Approval of CD-1 by DOE officials is based on a *Conceptual Design* for the project, a *cost and schedule baseline range*, and some additional project management documents. *The cost and schedule ranges are usually based on a detailed WBS – Work Breakdown Structure, WBS Dictionary, BOE – Basis of Estimate documentation, risk and contingency analyses, RLS – Resource Loaded Schedule, and time phased funding and cost profiles. The committee is asked to review each of these items, for quality, completeness, and accuracy.* Furthermore, the committee is asked to *review and assess the quality of and comment on the additional formal project management documentation required for CD-1 approval. Also, please evaluate BTeV responses to recommendations from the 2002 Status Review.*

A Lehman Review corresponding to a DOE CD-1 Review is being requested soon after this Director's Review. Therefore, a key purpose of this review is to *assess the readiness of the BTeV Project for a Lehman CD-1 Review.* Constructive comments on presentation content, format, and style are requested.

The P5 (Particle Physics Project Prioritization Panel) evaluation and recommendation regarding BTeV as set forth in their recently releases report reads as follows: "The P5 supports the construction of BTeV as an important project in the world-wide quark flavor physics area. Subject to constraints within HEP budget, we strongly recommend an earlier BTeV construction profile and enhanced C0 optics."

Fermilab and BTeV are planning for CD-3 approval, begin construction, at the beginning of FY2005 (October 1, 2004). To achieve this goal BTeV will need a Lehman CD-2/3 Review in the summer of 2004. The BTeV Collaboration has made good progress in the preparation of a Technical Design Report for the Detector. Therefore, the committee is asked to *comment as appropriate on BTeV's status regarding readiness to "establish a baseline budget."* Again, appropriate constructive comments on what remains to done are requested.

Finally, the committee should present findings, comments, and conclusions at a closeout meeting with BTeV and Fermilab management and provide a written report soon after the review.