

BTeV Interaction Region
Director's Review
February 18-19, 2004

Introductory Executive Session

L. Edward Temple, Jr

Outline

- Charge
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- Timeline
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- Closeout & Report Structure
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**Charge for a Director's Review of the BTeV's Interaction Region
February 18-19, 2004**

Charge

This charge is for the Committee to conduct a Director's Review of the proposed BTeV Project's Interaction Region (IR) work scope at Fermilab. Since the IR work had been added just prior to the October 21-23, 2003 CD-1 Director's Review, its technical design and cost & schedule estimates were considerably less developed than those of the detector portion of the project. Based on that review the Committee recommended that a follow-up Director's CD-1 Review be conducted on the IR work scope. 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 Conceptual Design Report is developed during the conceptual exploration and design process and is the document that identifies the requirements of the project and the concept for fulfilling those requirements. It presents the key performance parameters that form the basis of the Performance Baseline and the technical solutions that address them. These will be the focus of the review and they, in turn, form the basis for the Work Breakdown Structure and the cost and schedule. The committee is asked to review the proposed conceptual design for its ability to address the requirements and for its technical soundness, and it should assess the cost and schedule. The committee should also look at proposed long lead time procurements that would significantly speed up the project if they were funded early. The committee should also comment on the status of the formal management documentation required for CD1. Also, please evaluate BTeV responses to IR recommendations from the October 21-23, 2003 Director's Review.

An additional Director's CD-1 Review of the entire BTeV Project is scheduled for March 30-April 1, 2004 and a Lehman Review corresponding to a DOE CD-1 Review has been scheduled for April 27-29, 2004. Therefore, a key purpose of this review is to *assess the progress and readiness of the BTeV Project's IR work scope for a Lehman CD-1 Review*. Constructive comments on presentation content, format, and style 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.

**Director's Review of BTeV Interaction Region
February 18-19, 2004
Agenda**

Agenda

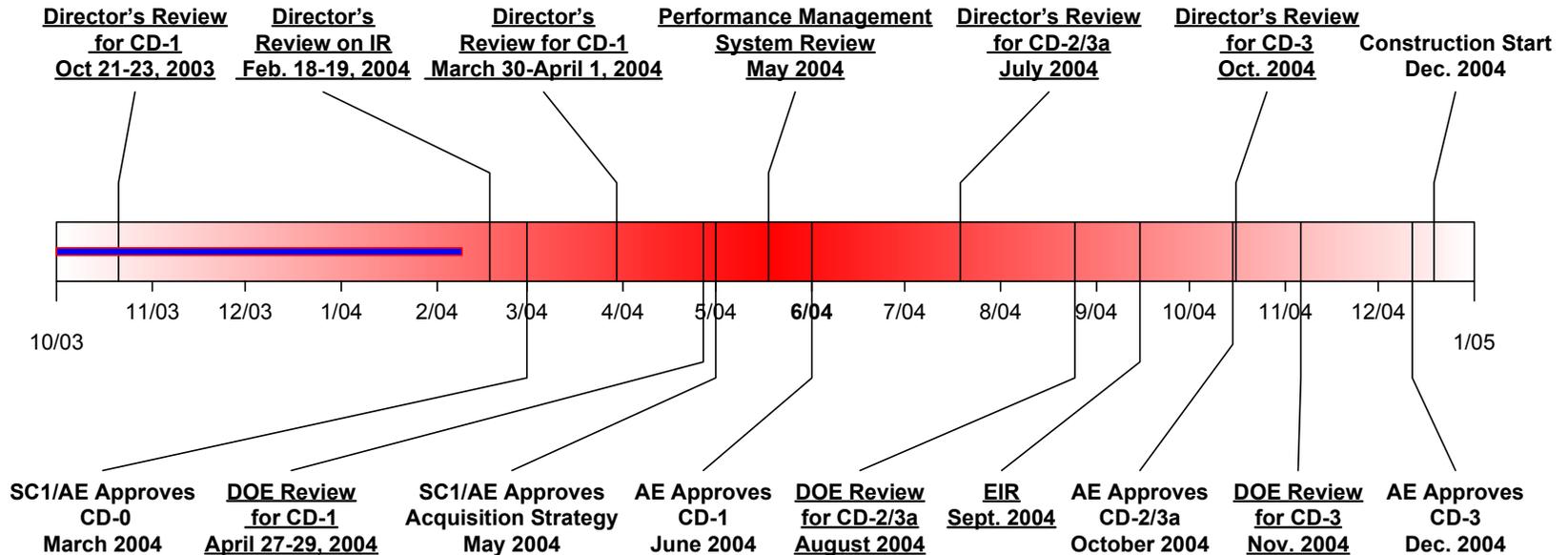
Wednesday, February 18 (Comitium)

8:30am - 9:00am	Executive Session	Committee	30 mins
9:00am - 9:15am	Introduction	M. Church	15 mins
9:15am - 10:00am	Accelerator Physics (will include Comments on Dynamic Aperture)	J. Johnstone	45 mins
10:00am- 10:15am	Beam Halo	N. Mokhov	15 mins
10:15am- 10:30am	Break		
10:30am- 11:05am	LHC Style Quadrupoles	D. Chichili	35 mins
11:05am- 11:40am	Spools	J. Tompkins	35 mins
11:40am- 11:55am	Power Supplies	G. Krafczyk	15 mins
11:55am- 12:15pm	Discussion		
12:15pm- 1:00pm	Lunch		
1:00pm - 1:25pm	Cryogenic Layout and Design	J. Theilacker	25 mins
1:25pm - 1:40pm	QPM Layout and Design	S. Lackey	15 mins
1:40pm - 2:00pm	Conversion of C0 to Normal Straight Section	P. Garbincius	20 mins
2:00pm - 2:35pm	Cost and Scheduling of Magnet Fabrication	J. Kerby	35 mins
2:35pm - 3:10pm	Cost and Scheduling of Remaining Items	M. Church	35 mins
3:10pm - 3:30pm	Discussion/ Break		
3:30pm - 5:00pm	Breakout Sessions Session 1: Accelerator Physics Issues Session 3: Installation		90 mins
5:00pm - 6:30pm	Executive Session	Committee	90 mins

Thursday, February 19

8:00am - 9:30am	Breakout Sessions Session 2: Technical Components Session 4: Management, Cost and Schedule		90 mins
9:30am - 12:15pm	Executive Session/ Report Write-up		165 mins
12:15pm- 1:15pm	Working Lunch		
1:15pm - 2:30pm	Closeout Dry Run		
2:30pm - 3:00pm	Equipment Check		
3:00pm - 4:00pm	Closeout with BTeV Management		
4:00pm -	Adjourn		

BTeV Timeline



Committee Assignments

	Executive Summary	Ed Temple
1.1	IR Magnets	<u>Jim Strait</u> , Jerry Annala
1.2	Accelerator Physics and IR Optics	<u>Don Edwards</u> , Jie Wei
1.3	Installation and Operations	<u>Dave Finley</u> , Jerry Annala
1.4	Schedule	<u>Dean Hoffer</u> , Jerry Annala, Don Edwards
1.5	Cost	<u>Jim Strait</u> , <u>Dave Finley</u>
1.6	Management	<u>Jie Wei</u> , Ed Temple

Each group/person should address elements of the Charge for their area.

Closeout & Report Structure

- Review findings, assessments, and recommendations should be presented in writing at a closeout with the Collaboration and Fermilab management.
- Written with
 - Findings
 - Comments and
 - Recommendations

Findings, Comments, and Recommendations

- Findings
 - Findings are statements of fact that summarize noteworthy information presented during the review.
- Comments
 - Comments are judgment statements about the facts presented during the review. The reviewers' comments are based on their experiences and expertise.
 - The comments are to be evaluated by the project team and actions taken as deemed appropriate.
- Recommendations
 - Recommendations are statements of actions that should be addressed by the project team.
 - A response to the recommendation is expected and it is expected that the actions taken would be reported on during future reviews.

Report Format

REPORT OUTLINE

Executive Summary	
1. BTeV Interaction Region Plan.....	
1.1 Interaction Region Magnets	
1.2 Accelerator Physics and Interaction Region Optics	
1.3 Installation and Operations.....	
1.4 Schedule	
1.5 Cost	
1.6 Management	

Appendices

Report Format (Continued)

PLEASE USE THE FOLLOWING FORMAT FOR
YOUR HAND-WRITTEN OR TYPED INPUT FOR THE DRAFT REPORT

Your Name

Version Number or Date/Time

1.1 (Section you are writing)

Findings

Include an assessment of technical, cost, schedule, and management

-
-
-
-
-

Comments

-
-
-
-
-

Recommendations

- 1 Begin with action verb.
- 2
- 3
- 4

Discussion

- Questions and Answers