

**Report Outline and Reviewer Assignments
for the Director's CD-2/3a Review
of the
MINERvA Project
August 1-3, 2006**

Executive Summary	<u>Ed Temple</u>
1.0 Introduction	<u>Dean Hoffer</u>
2.0 Technical	
2.1 Science	<u>Jon Urheim,</u> <u>Jianming Qian</u>
2.2 Scintillator Extrusions, WLS Fiber and Clear Fiber Cables (WBS 1, 2 & 4) WBS 1 – Scintillator Extrusions WBS 2 – WLS Fiber WBS 4 – Clear Fiber Cables	<u>Jianming Qian</u> <u>Jon Urheim</u>
2.3 Plane Assembly, Outer Detector Frame, Absorbers, Stand and Module Assembly (WBS 3, 8 & 9) WBS 3 – Scintillator Plane Assembly WBS 8 – Frame Absorbers & Stand WBS 9 – Module & Veto Wall Assembly	<u>Mike Crisler,</u> <u>Joe Howell</u>
2.4 PMT's and PMT Boxes (WBS 5 & 6) WBS 5 – PMT Boxes WBS 6 – PMT Procurement and Testing	<u>Mike Lindgren,</u> <u>Hogan Nguyen</u>
2.5 Electronics & DAQ (WBS 7)	<u>Hogan Nguyen,</u> <u>Stu Fuess</u>
3.0 Project Management (WBS 10)	
3.1 Cost	<u>Marc Kaducak,</u> <u>Ken Domann,</u> <u>Dean Hoffer</u>
3.2 Schedule	<u>Ken Domann,</u> <u>Marc Kaducak,</u> <u>Dean Hoffer</u>
3.3 Management	<u>Elaine</u> <u>McCluskey,</u> <u>Dean Hoffer,</u> <u>Ed Temple</u>
4.0 Charge Questions	
4.1 Are the technical specifications clearly stated and documented?	<u>Jon Urheim</u>
4.2 Can the design be built? Does the design meet the technical specifications? Is it a reasonable design?	<u>Jianming Qian</u>
4.3 Does the baseline design meet the project's objectives (mission need)?	
4.4 Is the Work Breakdown Structure (WBS) appropriate	<u>Marc Kaducak /</u>

for the project scope?	All
4.5 Do the cost estimates for each WBS (or cost) element have a sound documented basis and are they reasonable?	
4.6 Does an obligation profile exist and is it within the funding guidance profile?	
4.7 Is the schedule well developed and appropriately structured by specifying relationships, predecessors, successors, critical path, resource loaded, etc?	<u>Ken Domann</u> / All
4.8 Are the durations for the activities and overall schedule reasonable and achievable with the assumed resources?	
4.9 Does the schedule contain appropriate levels of milestones, sufficient quantity of milestones for tracking progress and do they appear to be achievable?	
4.10 Does the schedule include activities for design reviews, which include assessment of the designs readiness for procuring prototypes, preproduction and production materials?	
4.11 Is there an appropriate management organizational structure in place to accomplish the design and construction?	<u>Elaine McCluskey</u> / All
4.12 Is the organization structure well documented with responsibilities defined and appropriate for the scope of work?	
4.13 Are there adequate staffing resources available or planned for this effort?	
4.14 Is there a funding plan available or proposed to meet the resource requirements to realize the project?	
4.15 Has a Risk Plan been developed, risks identified, risks analyzed, risks responses planned/implemented, risk monitoring/control process established and do they seem appropriate?	
4.16 Have the critical procurements been identified and are they included in the schedule with adequate lead time built in?	<u>Dean Hoffer</u> / All
4.17 Have critical make vs. buy decisions been evaluated in conjunction with the scope and is that reflected in the baseline cost estimate, schedule and technical risk plan?	
4.18 Are the designs final and procurement packages prepared to the degree appropriate to initiate construction as scheduled?	

* Note underlined names are the primary writer.