

**Meeting Minutes for
MINERvA Working Group Meeting (WGM)
Wednesday, September 14, 2005
1:30 pm**

Attendees: E. Temple, T.J. Sarlina, D. Harris, D. Boehnlein, D. Hoffer, S. Webster, G. Bock, K. McFarland, S. Pasek, N. Grossman, others that I fear came in later and I missed.

New Action Items:

1. MINERvA PM to re-look at division of R&D, I&I and MIE and check that it is reasonable, then prepare a document with what is in each of these cost categories, removing FY05 money. *Done and iterating with Greg.*
2. MINERvA project needs to start reporting costs as of Oct. 1 2005.
3. Need to find out if MINERvA will have an EIR and, if so, will it be part of the DOE CD 2/3 review?
4. Ed to give MINERvA some guidelines on what to prepare for with the EIR.
5. PM to start gathering Value Engineering documents (make notebook).
6. PM to rename the TDR the CDR.
7. Ed/Dean to update timeline with some corrections *Done and shown in this document dated 9/15.*
8. PM to revisit costs in Project Management section of the schedule.
9. All send comments to Dave B. on PMP.
10. Dave to update PEP to address MINERvA at >5M\$ (work with Greg B. & Steve W.) on project controls system).
11. Dean to send standard resource naming sequence to TJ (for physicists).
12. Mont to come up list of membership for the PMG.
13. Mont to name PM, deputies etc. or delegate naming.
14. Mont to sign FY06 MOU's?

Agenda & Minutes:

- 1) Feedback on interchanges between the Directorate and OHEP [Mont]
Monday Mont & Greg met with Aesook and Mike P. They showed the funding numbers (attached at the end of the minutes) and determined that MINERvA is not an under 5M\$ project. Aesook & Mike P. brought up the problems/unpredictability of the review process. They will go back and talk to Robin about MINERvA >5M\$. Mike P. will set up the case for CD0 for ~Oct. 1 2005. See action item 1.
- 2) Discuss MINERvA Timeline [Ed]
 - The updated timeline (attached) has Mission Need Independent Project Review (NuSAG) on it, which we do not have to do.
 - CD-0 on August of 2005, should be October 2005 (costs to project start at CD-0)
 - DOE CD1/2/3 probably becomes DOE CD 2/3
 - EIR could be part of the DOE CD 2/3 Review (or not), may not have EIR, but likely will.
 - EIR will want to know about “Value Engineering” and “Configuration Management” and will want a checklist with documents that we have. Have a notebook with such documents (detector optimization studies to reduce costs is a good example).

- Our TDR needs to be renamed the CDR and then start with CDR to make the “real” TDR (should be well along by 12/05)
 - Main focus of the December Director’s Review would be the resource-loaded schedule and BOE’s and spending profile.
 - Dean sent an updated timeline (listed after the initial ones here) and the following comment: “I have revised the timelines after our last meeting using the Oct. 1 date for the CD-0 and change other dates based on that (see attached file). The Acquisition strategy document approval has been moved to December 2005, because we have added a CD-1 Approval w/o a review by DOE in Jan. 2006 and the Acquisition Strategy is a prerequisite for CD-1 approval. As soon as the CD-0 is approved MINERvA needs to be working with DOE (Webster) to get the Preliminary PEP and Acquisition Strategy moving through the system. This is important because OECM gets involved with the Acquisition Strategy approval and the sooner we know if there is going to be any concerns raised by OECM the better.”
- 3) Discuss how to put costs/tasks in the schedule for Installation and Infrastructure (I&I) items, including the drip ceiling. [Nancy]
- Call our spares separately so can put in or out of project costs.
 - Drip ceiling not called out, but we need to track it.
 - Typically 6-8% of project costs are in project management.
- 4) Present and discuss updated Draft of Project Management Plan - PMP [Dave and All]

Dave has updated the PMP to address MINERvA as a >5M\$ project. Most changes are in Section 5.

- 5) Discuss status of drafting Project Execution Plan – PEP [Dave]
- Dave sent a PEP to Steve W. for MINERvA under 5M\$. Need to change this now that MINERvA is going the <5M\$ route.
 - Dave needs to change the change control process in the PEP (work with Greg B. & Steve W.)
 - PEP not needed until CD0 (Oct. 2005)
 - Status of Other Action Items from 10-August meeting
 - Dave to get updated PMP to Ed, Dean etc. once MINERvA PM has completed reviewing it **Done**.
 - Dave to start drafting PEP. **Done**
 - Add G. Rameika and J. Butler to this meetings distribution list. **Done**
 - Project to update MOU/SOW templates to address issue of contingency (see agenda item 2). **Done**
 - The Project needs to put physicists (both at Universities and FNAL) explicitly in the schedule so that resource needs at FNAL and individual universities are understood. It has been done to some extent, but not completely.

Rochester physicists and FNAL physicists are in, but not all institutions. See action item 1.

- Steve to check with HEP on the requirements for reporting on an under 5M\$ project and get back to MINERvA management.

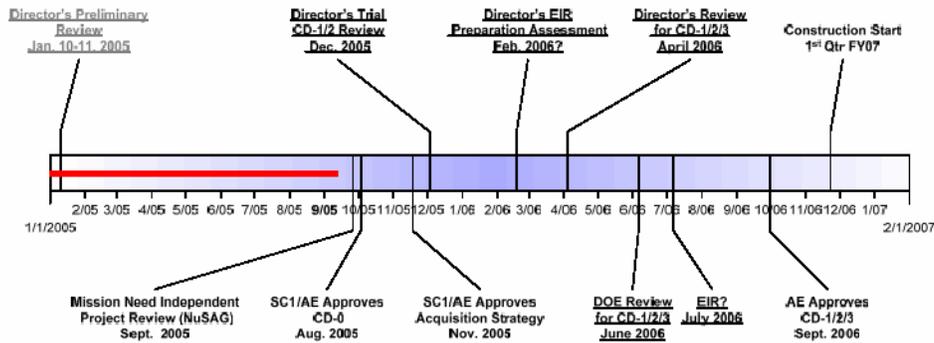
Now that the project is >5M\$, contingency is held by the project director (Steve), not the project manager.

- Mont to come up list of membership for the PMG.
- Mont will identify the members of the PMG. Stan and Jim K. are on project management staff, not project management group.
- Mont to name PM, deputies etc. still to happen (PM, not sure on deputies)
- PM to meet with Mont/Greg to discuss under 5M\$ scenario. Done, No longer <5M\$
- Ed, Dean to set up next meeting. Done.

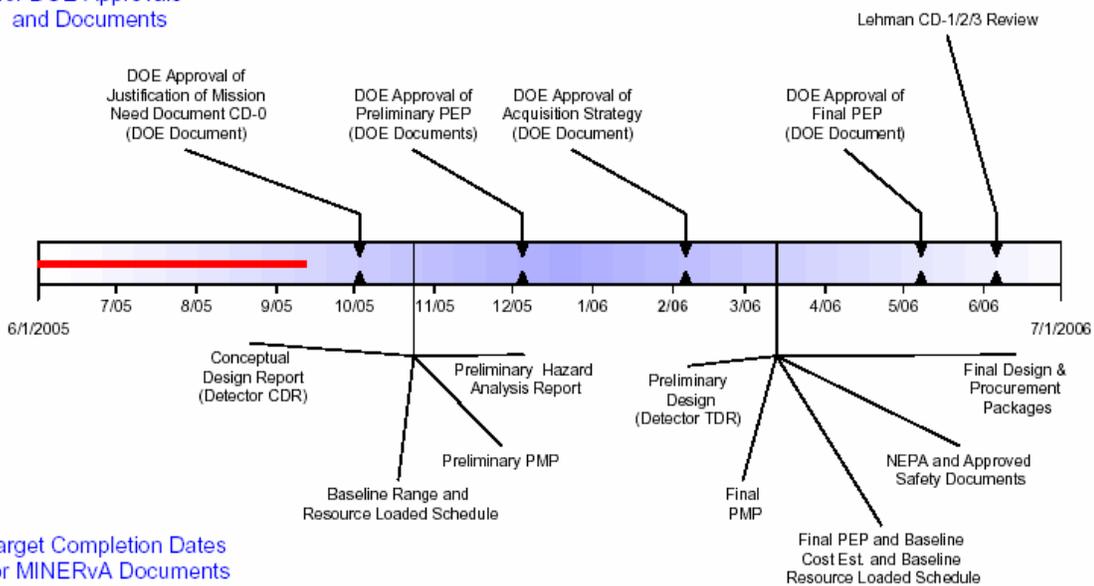


DRAFT MINERvA Project Timeline for Critical Decisions & Reviews

Updated 12-Sep-05



Estimated Need by Dates for DOE Approvals and Documents

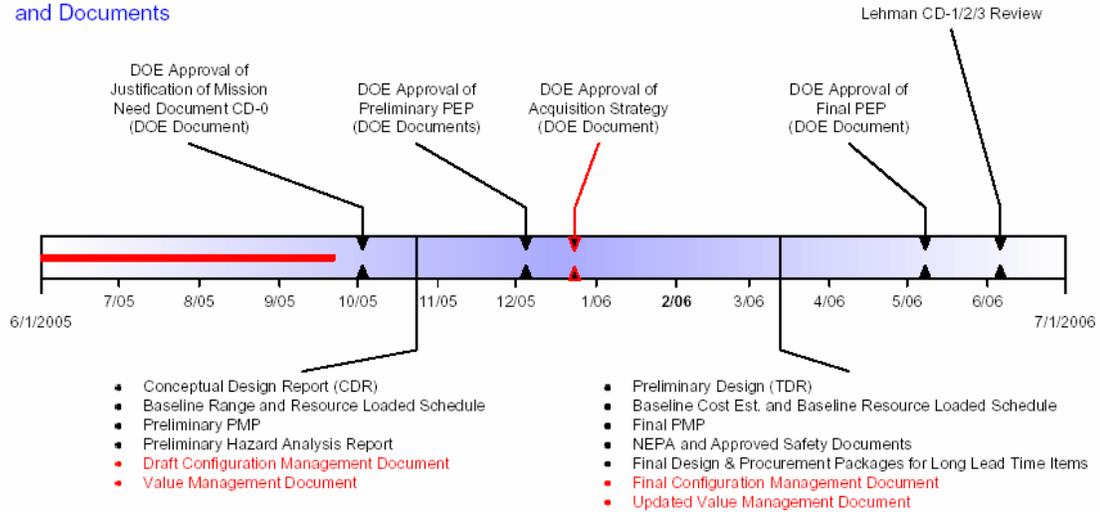


Target Completion Dates for MINERvA Documents

Updated Timelines from Dean after the meeting:

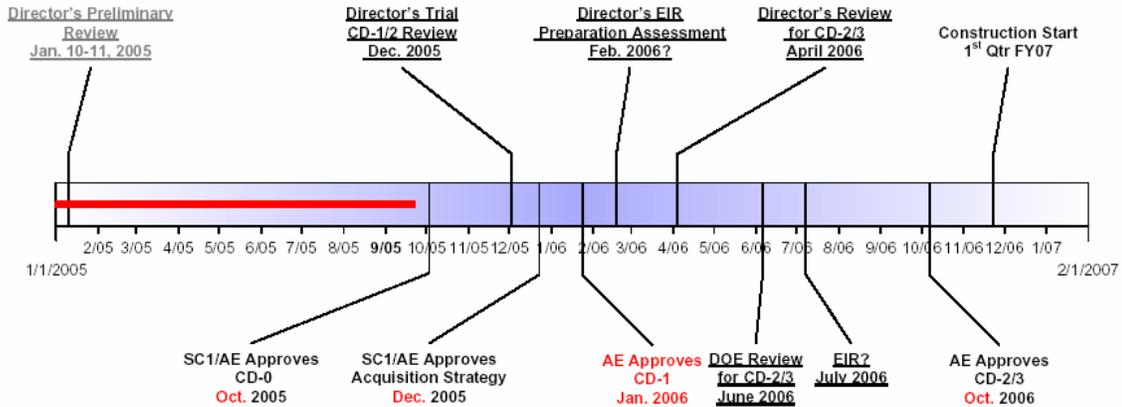
Updated 15-Sep-05

Estimated Need by Dates for DOE Approvals and Documents



Target Completion Dates for MINERvA Documents

Note:
Items marked in Red indicates change from prior version



MINERvA Obligation Profile Summary

Funding Source	FY2005	FY2006	FY2007	FY2008	TOTAL	TOTAL with indirect
Base + Contingency FY05 M\$ (no indirect)						
Fermilab Labor						
R&D	0.256	0.396	0.335	0.163	1.150	1.400
Infrastructure & Installation	0.036	0.043	0.153	0.260	0.495	0.645
Construction	-	-	0.200	0.138	0.338	0.440
Total Fermilab Labor	0.294	0.440	0.688	0.561	1.983	2.584
Fermilab M&S						
R&D	0.344	0.898	0.048	-	1.259	1.491
Infrastructure & Installation	0.385	0.005	0.056	0.170	0.619	0.718
Construction	-	-	1.430	1.317	2.747	3.189
Total Fermilab M&S	0.729	0.873	1.536	1.487	4.625	5.387
Pass-through						
R&D	0.131	0.454	0.274	0.038	0.897	0.908
Construction	-	-	0.797	1.034	1.831	1.853
Total Pass-through	0.131	0.454	1.071	1.072	2.728	2.761
All Funding Sources						
R&D	0.731	1.718	0.657	0.201	3.307	3.869
Infrastructure & Installation	0.423	0.048	0.211	0.431	1.113	1.383
Construction	-	-	2.427	2.489	4.916	5.481
Grand Total	1.154	1.767	3.295	3.120	9.336	10.713
M&S Only	0.860	1.327	2.607	2.559	7.353	8.129
Base + Contingency + Indirect AY M\$						
Fermilab Labor						
R&D	0.334	0.545	0.480	0.243	1.601	
Infrastructure & Installation	0.050	0.060	0.215	0.369	0.717	
Construction	-	-	0.287	0.206	0.492	
Total Fermilab Labor	0.383	0.604	0.985	0.837	2.810	
Fermilab M&S						
R&D	0.388	1.032	0.058	-	1.499	
Infrastructure & Installation	0.447	0.006	0.071	0.213	0.737	
Construction	-	-	1.744	1.646	3.390	
Total Fermilab M&S	0.846	1.038	1.873	1.859	5.616	
Pass-through						
R&D	0.133	0.478	0.301	0.044	0.955	
Construction	-	-	0.868	1.197	2.065	
Total Pass-through	0.133	0.478	1.169	1.241	3.021	
All Funding Sources						
R&D	0.898	2.055	0.839	0.287	4.046	
Infrastructure & Installation	0.497	0.066	0.289	0.602	1.453	
Construction	-	-	2.896	3.049	5.947	
Grand Total	1.362	2.120	4.027	3.937	11.447	
M&S Only	0.979	1.516	3.042	3.100	8.636	