

**Minutes for
MINERvA Working Group Meeting (WGM)
Wednesday, January 25, 2006
1:00 – 2:30 PM Snake Pit**

Action Items:

1. *Get feedback from Mont on whether or not he wants same cost change control threshold as Steve Webster (i.e. any use of contingency). (Mont)*
 2. *Complete the Preliminary PEP and draft PMP to Steve Webster on January 31. (PM)*
 3. *Acquisition strategy and CDR on February 15 to Steve W and Mike P and Ed and Dean (Acquisition strategy and CDR should be prepared in parallel since AS will have many references to the CDR, similar to PEP and PMP). (PM)*
 5. *Feedback from Joe Collins on the bid package that we did give him. (connectors & Fibers) (Joe)*
 6. *Debbie/Nancy to present CD-1 documentation status in future meetings in table to clarify where things are and how far we have to go before various documents are ready. Ed or Dean to send Debbie/Nancy NOvA example. (done)*
 7. *Debbie/Nancy to read over/update MINERvA Configuration, Value and Risk Management documents.*
 8. *Check that sufficient time is in the schedule for preparing reqs. To submitting reqs. Time for all major purchases and purchases on the critical path. (PM)*
 9. *Put in PMT procurement/bidding times for RFI and RFQ in MSP. (TJ)*
 10. *For CD-1 make a few page schedule (rollup at L2) based on the December C&S as the resource loaded schedule (preliminary) (Sherie/TJ)*
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- 1) *Feedback on interchanges between the Directorate and OHEP [Mont] Mont not present, but Kevin reports that he has been in contact with Mike Procaro about the alternative locations considered for MINERvA and why NuMI beamline is the only solution. Mike currently does not need any more info from us at this point.*
 - 2) *Discuss MINERvA Timeline[Ed] No news or changes in any of these dates.*
 - 3) *Presentation on Procurement "Guidelines and Cycle times" [Joe Collins – Procurement] Joe gives time needed for the various Fermilab M&S purchases as a function of cost: he also states the willingness of his office to work with University procurement offices if help is requested. University contacts/procurements will follow university procurement rules. Must make sure to put the right time for submitting reqs into the project schedule. Personnel: Ron Cypret is contact for drip ceiling, Ron Evans and Michael Yeoward are in metal procurement, have been talking to Jim Kilmer already about MINERvA's steel purchase. Joe Collins is primary contact for MINERvA for now, may delegate when things get busier Gary Davis handles MOU/SOWs. Bob Civic has done previous Hamamatsu procurements, hope to do Federal Business Opportunity (FBO) for Hamamatsu procurement (give domestic companies 2 weeks to bid, web-based procedure). Main thing that MINERvA will need to do different is to use the FBO for a request for information to check that we are not missing other vendors for our PMT and then, when we get the \$, use the FBO again for RFQ (allow 2 weeks for each step if we have all specifications).*

- 4) Requisition Approval/Signoff Thresholds/Process [Dean] *Have to make sure entire package is ready before Joe's clock starts ticking for preparing req. MINERvA needs to develop our own process for getting req's through to the PPD process. DO, CDF, NOvA all have different processes tailored to their experiment.*
- 5) Status of actions required for MINERvA to be at CD-1 (i.e. schedule, milestones, etc.) [Debbie/Nancy] *"Resource Loaded Schedule" can be the December Director's Review version of the schedule (remember CD-1 is supposed to be range). Nancy and Debbie have iterated with Dave on PEP and PMP, will be ready by Jan 31. Debbie presents strategy for bottoms up eventual schedule contingency calculation, but preliminary PEP will include only a top down schedule contingency calculation. Debbie has been working with L2 managers to get more explicit strategy for labor contingency calculation (not needed for CD-1 but is needed for CD-2). 85% likely and 95% likely durations will be explicitly included in the BOE's.*
- 6) Status of CD-1 Documentation [Dave] *PEP and PMP will be ready for Steve Webster on January 31, Acquisition strategy and CDR to be given to Steve by February 15. Discuss giving Acquisition Strategy and CDR to Mike Procaro, Ed and Dean in draft form on Feb 15th also, just to get early feedback. Question for Mont: can his cost change control threshold be the same as Steve Webster's (i.e. any use of contingency).*
- 7) Status of Open Action Items from 11-Jan meeting: [Debbie/Nancy]

NEW:

- a) Project will provide words/bullets as to why this is chosen as the CD-4 definition and have the I&I part of the separate schedule from the project schedule and link it appropriately to shutdowns. *(CD-4 definition specified in the PEP and PMP now)*
- b) Dave to give Acquisition Plan to Joe Collins for comment. *(done)*
- c) PEP and PMP should go more or less hand in hand and thus should be updated/distributed together. *(done: are preparing both documents to be ready to submit to Steve Webster on January 31)*
- d) Nancy to find out if procurement packages are needed for only long-lead-time items, or only items above a certain monetary threshold? What is the definition of "long lead-time"? *Have exchanged email with Ed about this, we can prepare as much as we think is necessary to prepare for 3, and if they don't think we have enough packages ready to get CD-3, we may be granted CD-3a also. Nancy has given Joe Collins an example of a bid package, waiting for his feedback.*

CARRY OVER:

- e) Someone (?) to send Kevin the CD-0 documentation mission needs for "alternatives considered" document, needed for CD-1. **(DONE)**