

**Minutes for  
MINERvA Working Group Meeting (WGM)  
Wednesday, February 8, 2006  
1:00 – 2:30 PM Snake Pit**

**Action Items:**

1. *MINERvA PM to revisit R&D vs. MIE and how to minimize the schedule delay due to the MIE funds not arriving until FY08 with an eye to getting the end date delayed not more than 6 months.*
  2. *PM to update the cost and schedule tables in the CD-1 documentation.*
  3. *PM to work with Mike P. to clearly define what is needed for CD-1 documentation – mainly what is needed to show bullet 2 in Dean's talk (resources available and plan). (done in phone meeting on Friday)*
  4. *For the 2 page project schedule summary, PM needs to remove the cost column, make sure the tasks schedule is in agreement with the present funding information and add MS float for L1, L2 MS (and make sure they agree with the PEP, PMP tables).*
  5. *Nancy to send Ed & Dean word copies of our RM, CM and VM documents. Done.*
  6. *Dave to send Steve and Joe word copies of the AS.*
  7. *Ed & Dean to look over RM, CM and VM documents and comment.*
  8. *Joe & Steve to look over AS and comment.*
- 1) **Feedback on interchanges between the Lab and OHEP [Mont/All]**
- MINERvA will not get construction funds until FY08. The suggestion is that we should assume we get them in Dec. 2008. We might get them in Nov. or January. There was a lot of discussion as to why this happened which will not be repeated here. The lab (and Mike P.) are on board for MINERvA to revisit what is R&D and what is MIE in light of this news in order to have a successful project and have the delay to the end of the project, due to this funding delay of about 1 year, be ~6 months. A larger prototype plane assembly to test how everything fits together and works would be a possibility. Larger prototyping efforts have been done by other projects for R&D. We then need to present the option(s) to FNAL and look at the cost profile as the R&D money needs to come directly from FNAL for FY07 now. The good news is that the CD0 documentation is ready to go to Orbach.*
- 2) **Discuss MINERvA Timeline[Dean]**
- The timeline needs to be re-defined. We will ask for more input from Mike P. We don't want to delay getting the CD1 and CD2 documentation together.*
- 3) **Share Mike Procario's Expectations for a Successful CD-1 Review document for NOvA [Dean] (see agenda slides) We need to get confirmation from Mike P. on what MINERvA needs for CD-1 documentation (and CD-2). The Acquisition Strategy also needs to be done for CD-1. It is not clear how we show the resource loaded schedule in paper format for CD-1.**
- 4) **Report Progress on CD-1 Documents for Submittal to DOE. [Debbie/Nancy]**
- (see agenda slides under project status report) For CD-1, due to the new funding schedule, we need to revisit the PEP, PMP and AS cost and schedule tables. Still,*

*other parts of these documents are ready for comment outside the project. The documents with target completion dates of 2/15 will now be 3/1 due to this extra exercise (or later, if the exercise turns out harder than we expect). We will remove the cost column from the MSP 2 page project schedule summary. We need to put in real dates (based more on what we know now) and float for the L1, L2 milestones. We need to re-check our MS distribution (over time) after we have adjusted the schedule.*

- 5) Project Status Report w/ Status of Project Documents [Debbie/Nancy/Dave]  
*(see agenda slides under project status report)*

- 6) Status of Open Action Items from 25-Jan meeting: [Debbie/Nancy]

NEW:

- a) 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) *did not get feedback, but sent the e-mail. Debbie's, Steve's and Mont's cost change controls are all the same.*
- b) Complete the Preliminary PEP and draft PMP to Steve Webster on January 31. (PM) *Done, now needs to be revisited due to the FY08 funds issue.*
- c) 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) *This will now be March 1.*
- d) Feedback from Joe Collins on the bid package that we did give him. (connectors & Fibers) (Joe) *Done.*
- e) 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)*
- f) Debbie/Nancy to read over/update MINERvA Configuration, Value and Risk Management documents. *Done, ready for comment from Ed/Dean.*
- g) 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) *in progress. We are working on PO's over 50K or on the critical path for the first pass.*
- h) Put in PMT procurement/bidding times for RFI and RFQ in MSP. (TJ) *Not done yet.*
- i) 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) *Done for the present schedule simply to see the format. Comments are in the minutes above and action items.*