

memorandum

DATE: September 5, 2007

REPLY TO
ATTN OF: Office of Science

SUBJECT: Request to Conduct a Baseline Readiness Review of the NOvA project

TO: Mr. Daniel Lehman, Director, Office of Project Assessment, SC-1.3

The Department of Energy (DOE) Office of High Energy Physics (OHEP) requests that a baseline readiness review for the NUMI Off-Axis Neutrino Appearance (NOvA) Project be conducted on October 23-25, 2007 at Fermi National Accelerator Laboratory. The purpose of this review is to assess the readiness of the project to establish technical cost schedule and management baselines, which are needed for Critical Decision 2 (Approval of Performance Baseline).

The Acquisition Strategy calls for the far detector enclosure to be built by the University of Minnesota under a financial assistance agreement. The cost of the enclosure will be captured as part of the Other Project Costs and therefore part of the Total Project Costs. The project and the university are developing strategies to ensure proper integration of the university's efforts into the overall project.

In addition, OHEP is planning to seek CD-3a (Approve Limited Construction) so that NOvA may begin long lead procurements and a limited set of other construction activities that are needed to maintain the proposed schedule with adequate contingency. Please review the necessity of and project's readiness to carry out these activities.

The NOvA project will build two neutrino detectors, an enclosure for one of the detectors, and will fabricate and install upgrades to the Fermilab proton source and the NuMI facility to enhance the intensity of the neutrino beam used by the detectors.

In performance of a general assessment of progress, current status, and the identification of potential issues, the committee should address the following specific items:

1. Technical Scope: Review the technical scope in order to assure that the proposed design and associated implementation approach satisfies the performance requirements.
2. Cost Estimates: Is the cost estimate consistent with the plan to deliver the technical scope with the stated performance?
3. Does the project satisfy all 16 lines-of-inquiry (Appendix A)?
4. Management: Evaluate the management structure as to its adequacy to deliver the proposed technical scope within specifications, budget, and schedule.
5. Limited construction: Are the requested long-lead procurements and other construction activities scheduled for FY 2008 necessary to achieve the stated schedule? Have Fermilab and the project done the necessary preparations to execute these activities during FY 2008?

6. Are ES&H issues being properly addressed given the project's current stage of development?

Michael Procario is the program manager for the NOvA Project in this office and will serve as the OHEP contact person for the review.

We appreciate your assistance in this matter. As you know, these reviews play an important role in our program. I look forward to receiving your Committee's report.

You are asked to submit a formal report to OHEP with 30 days of the review.

/signed/

Robin Staffin
Associate Director
Office of High Energy Physics

Subject: Request to Conduct a Baseline Readiness Review of the NOVA Project.

Filed: Q/Procario/NOvA CD-2 charge.doc

Concurrence

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