Report Outline and Reviewer Assignments
for
Director's CD-2/3a Review of NOvA
June 04-07, 2007

Executive Summary	Ed Temple
1.0 Introduction	Dean Hoffer
2.0 Science	Heidi Schellman, and All
3.0 Site and Building (WBS 1/2.1)	Karen Hellman, Jeff Sims
4.0 Commodities – Scintillator/Fiber/PVC (WBS 1/2.2, 1/2.3 & 1/2.4)	Linda Stutte, Joe Ingraffia
5.0 Extrusion Module Production (WBS 1/2.5)	Alan Bross, Heidi Schellman
6.0 Electronics, Trigger DAQ (WBS 1/2.6 & 1/2.7)	Jonathan Lewis, Eric James
7.0 Far and Near Detector Assembly (WBS 1/2.8 & 2.9)	Richard Boyce, Pat Hurh Charlie Cooper
8.0 Accelerator Upgrades (WBS 1/2.0.1, 1/2.0.2)	Thomas Roser, Rod Gerig
9.0 NuMI Beamline Upgrades (WBS 1/2.0.3, 1.0.4) a) Beamline / Target Modifications b) Shielding	Phil Martin, Sayed Rokni
10.0 Cost and Schedule	Bill Boroski, Dean Hoffer
11.0 Project Management (WBS 1.9 & 2.10)	Mike Lindgren, Ed Temple
12.0 Charge Questions	
TECHNICAL	
12.1 Are the technical specifications clearly stated and documented?	Heidi Schellman, Tom Roser
12.2 Can the design be built? Does the design meet the technical specifications? Is it a reasonable design?	Heidi Schellman, Tom Roser
12.3 Does the baseline design meet the project's objectives (mission need)?	Heidi Schellman, Tom Roser
COST	
12.4 Is the Work Breakdown Structure (WBS) appropriate for the project scope?	Bill Boroski, Dean Hoffer
12.5 Do the cost estimates for each WBS (or cost) element have a sound documented basis and are they reasonable?	
12.6 Does an obligation profile exist? How does it compare with the funding guidance?	

	SCHEDULE	
	12.7 Is the schedule well developed and appropriately structured by specifying relationships, predecessors, successors, critical path, resource loaded, etc?	Dean Hoffer, Bill Boroski
	12.8 Are the durations for the activities and overall schedule reasonable and achievable with the assumed resources?	
	12.9 Does the schedule contain appropriate levels of milestones, sufficient quantity of milestones for tracking progress and do they appear to be achievable?	
	12.10 Does the schedule include activities for design reviews, which include assessment of the designs readiness for procuring prototypes, preproduction and production materials?	
	MANAGEMENT	
	12.11 Is there an appropriate management organizational structure in place to accomplish the design and construction?	Mike Lindgren, Bill Boroski
	12.12 Is the organization structure well documented, responsibilities defined and appropriate for the scope of work?	
	12.13 Are there adequate staffing resources available or planned for this effort?	
	12.14 Is there a funding plan available or proposed to meet the resource requirements to realize the project?	
	12.15 Has a Risk Plan been developed, risks identified, risks analyzed, risk responses planned/implemented, risk monitoring/control process established and do they seem appropriate?	
	PROCUREMENT	
	12.16 Have the critical procurements been identified and are they included in the schedule with adequate lead time built in?	Joe Ingraffia, Mike Lindgren
	12.17 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?	Joe Ingraffia, Mike Lindgren
	12.18 Are the Project designs final and procurement packages prepared to the degree appropriate to order materials and initiate construction as scheduled?	Joe Ingraffia, Mike Lindgren

- Note underlined names are the primary writer.