



NOvA Working Group Meeting

September 21, 2005

2:00 – 4:00 PM

Snake Pit

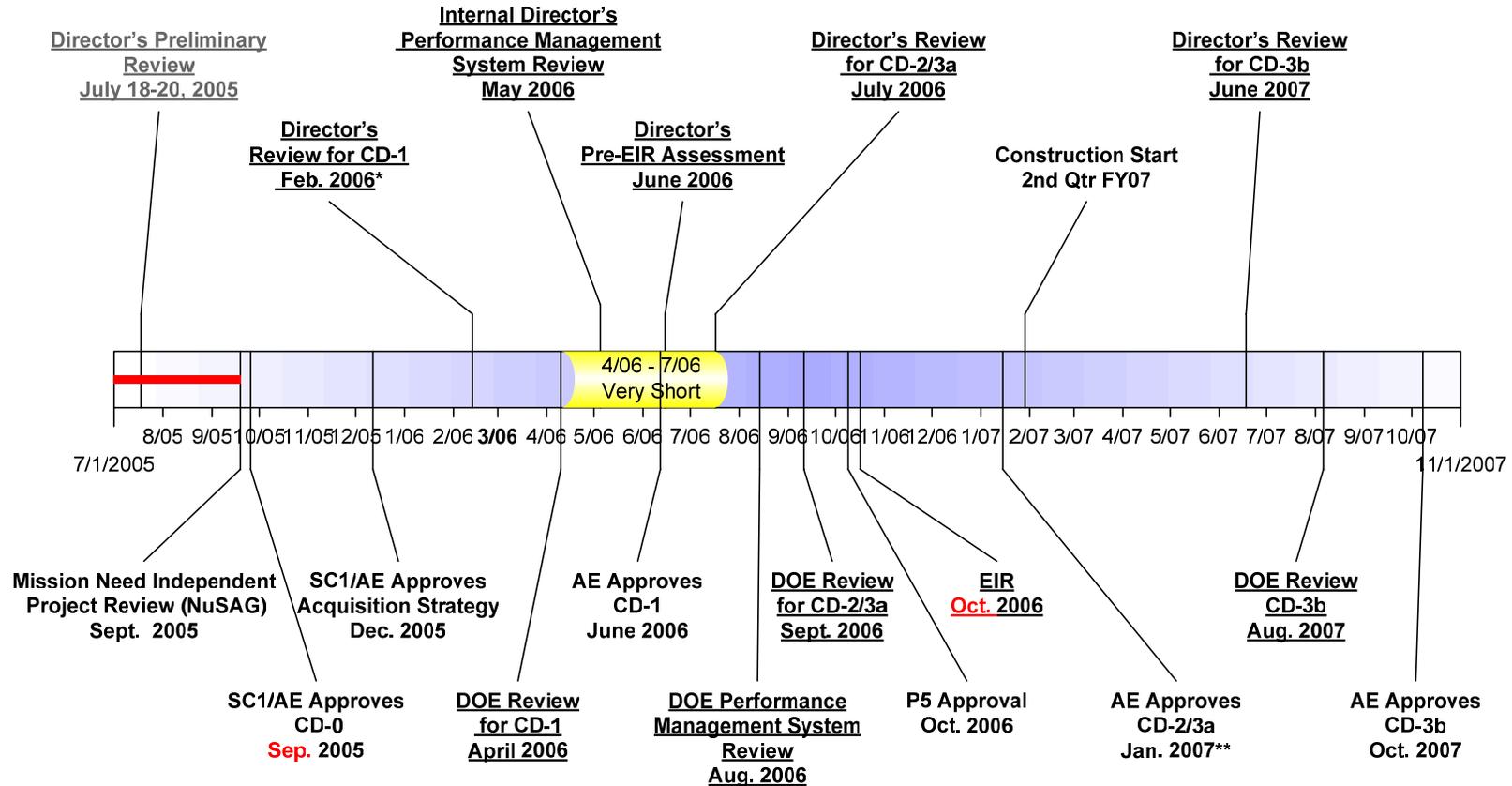
Agenda

- 1) Feedback on interchanges between the Directorate and OHEP [Mont]
- 2) NOvA R&D Budget Discussion [John Cooper/ Jim Stait]
- 3) Review NOvA Timeline [Ed Temple]
- 4) NOvA Progress Report [John Cooper]
- 5) WBS at Level 3 / OBS at Level 3 [John Cooper]
- 6) ES&H Processes [Don Cossairt]
- 7) Update on Environmental Issues concerning NOvA [Paul Kesich]
- 8) Status on Preparation of Project Documents [Ron Ray]
- 9) Status of Action Items [John Cooper]



DRAFT NOVA Project Timeline for Critical Decisions & Reviews

Updated 19-Sep-05



Note:
 * 6 months after L-2 Managers
 ** 18 months after L-2 Managers
 Text in Red indicates change from prior version



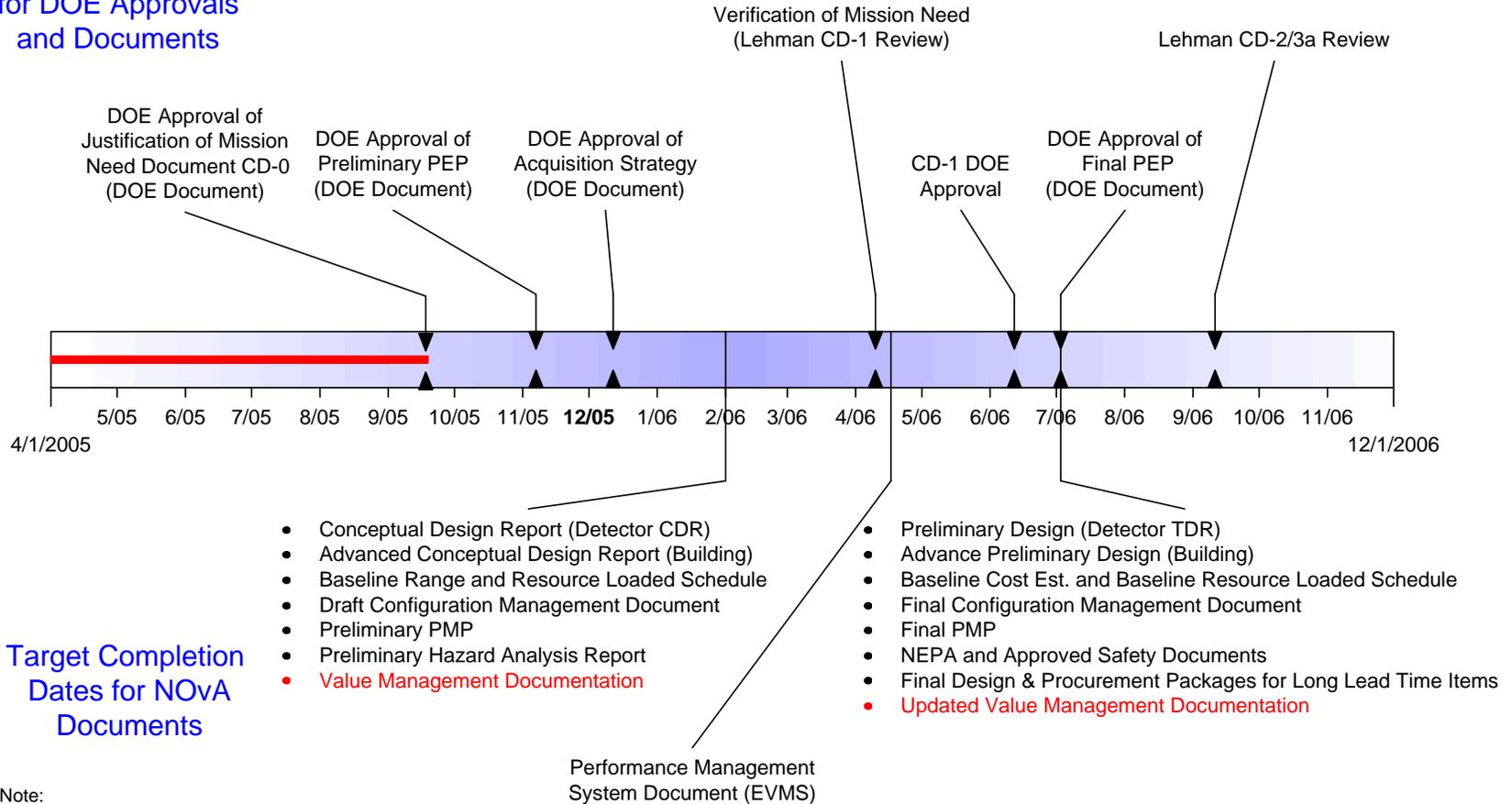
NOVA Project

Draft Critical Design Prerequisites

Updated 19-Sep-05



Estimated Need by Dates for DOE Approvals and Documents



Note:
Text in Red indicates change from prior version

John's Official



*DIU/sec1
All Dirs
ET, GAA*

Fermi National Accelerator Laboratory
P.O. Box 500 • Batavia, Illinois • 60510
630-840-3211 FAX 630-840-2939

Director's Office •

September 12, 2005

John Cooper
MS 125

Dear John,

As you are well aware, the NOvA experiment represents a major component of the future plan for the Laboratory. We have been excited by the results of the efforts you and Gary Feldman have been expending on the preparations for this experiment. In particular, we have recently seen some rather impressive progress on the project management side. This is in large part to your credit.

I am pleased that you have agreed to accept the position of Project Manager and with this letter I am appointing you to that position for an initial period of three years through to October 1, 2008.

As Project Manager I expect you to report to me through the Associate Director for Research, currently Hugh Montgomery, and to work closely with the relevant Fermilab Divisions Heads, the Federal Project Director and the DOE/HEP Program Office.

I note that you have indicated your intention to stand down from your present role as Co-Spokesman of the experiment. That is good for clarity in the lines of responsibility. At the same time, I hope that it will not signal your diminishing interest in the physics.

Good Luck,

A handwritten signature in black ink, appearing to read "Piermaria".

Piermaria Oddone
Director

Open Action Items

- a) Draft papers describing both site (Ash River / Orr-Buyck Rd) made available at 7-Sep-05 WGM. Both drafts to be updated [Marshak]
- b) Kesich emailed Jon Cooper DOE and John Cooper recapping his interpretation of their discussion and requesting concurrence. Kerich had discussion with DOE. Kerich to report on discussion. [Kesich, Webster]
- c) Status EAW Contractor progress towards completing work at both sites.
- d) Continue to develop WBS and report progress at WGM.
- e) Directorate to formally appoint NOvA Project Manager and concur with Deputy. [Montgomery]
- f) Status progress on internal transfer of staff administrative support person to support NOvA Project Office. [Strait & Phillips]
- g) Continue to peruse funding options for the construction of the far site by the Oct/Nov timeframe [Cooper, Montgomery]

Open Action Items (continued)

- h) Marvin to pursue alternative infrastructure models; FESS to pursue cost breakdown of alternate building funding approach related to the far site [Marshak, Cooper, Dixon]
- i) Need process/letters(?) to formally appoint L2 managers for R&D phase [Cooper]
- j) Continue developing documentation for acquisition strategy [Cooper/Ray with Lutha/Procario and FNAL procurement]
- k) NOvA Working Group Meeting participants to send to Mont suggested membership for NOvA PMG None received as of 7-Sep-05 WGM. [All]
- l) Discuss with Stan Wojcicki the potential for pursuing funding from NSF for NOvA (Pier was to talk to Robin). [Mont] ...
- m) John to invite appropriate level 2 manager(s) to attend WGM. [Cooper]
- n) Webster to get DOE real estate person over to discuss implications of leases [Webster, Cooper]
- o) John to talk with Procario to confirm that DOE has everything they need from NOvA for CD-0 and if/when can PED funds be requested. [Cooper]