

QAR Team Meeting Feb 6, 2012

Next Meeting – Feb 20 2012 at WH2NW (Black Hole)

First	Last	Organization	phone	email	Present
Bakul	Banerjee	CD	5251	bakulb@fnal.gov	
Adam	Bracero	TD	2536	bracero@fnal.gov	X
Frank	Cesarano	BSS	4188	cesarano@fnal.gov	X
John	Dawson	ESH	4830	jbdawson@fnal.gov	X
Nicole	Gee	WDRS	3697	nicole@fnal.gov	
Jed	Heyes	OQBP	3969	jheyesh@fnal.gov	X
Tom	King	QAE	6474	mrdking@fnal.gov	X
John	Martzel	QAE	5061	martzel@fnal.gov	X
Kurt	Mohr	QAE	6001	kmohr@fnal.gov	X
Mike	Pakan	QAE	2236	mpakan@fnal.gov	X
Don	Rohde	AD	2367	rohde@fnal.gov	X
Eugene "JJ"	Schmidt	PPD	4328	jj@fnal.gov	X
Rod	Walton	FESS	2565	rwalton@fnal.gov	X
Jim	Wollwert	FI	5561	jwollwer@fnal.gov	

Meeting locations for future QAR meeting locations: ALL Monday meetings in WH2NW (Black Hole) at 9:00 AM – *Every other week*

Carry Over Items & Task Assignments

1	Update Fermi Consolidated Assess Schedule Spreadsheet	Dec 31, 2011	QARs
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Items Covered Today

Topic	Assurance Council
Discussion	<ul style="list-style-type: none"> • There is a modification to the DOE/FRA contract. Jed saw that most of the changes applied to and / or will be handled by other heads of D/S/C. An exception, 414.1D got slid in during Nov without vetting. One issue with 414.1D is how to address Quality in Software since much of the direction for compliance is unclear (or not applicable), so the Lab feels this contract modification is only "partially applicable." • Fermilab still needs a manager (PM) for CAS. • The consolidated assessment schedule continues to be discussed, in particular, are cross-cutting Management Systems adequately represented and will they be effective. • Reminder - Engineering Assessment with DOE begins in July, similar assessments (without DOE) begin in April.
Resolution	QARs need to provide the information for the consolidated assessment schedule

Topic	Computing Sector Presentation of Communication - Marcia Teckenbrock
Discussion	Presentation on Communication process used by Computing Sector to communicate well & clearly, minimize impact caused by lack of info, to increase productivity by ensuring common knowledge and ensuring this is an element of change management. Presentation is "Comm Presentation QAR Mtg FINAL.pdf" on OQBP web-site
Resolution	ON going discussion on raising awareness of QAR QAE Activities and Effectiveness.

Topic	Consolidated Assessment Schedule
Discussion	7 of 12 groups have responded
Resolution	QARs need to provide the information for the consolidated assessment schedule

Topic	Assessment Updates
Discussion	<ul style="list-style-type: none"> • Procurement <ul style="list-style-type: none"> ▪ PPD – report out and assessment complete. ▪ BSS – report released for technical accuracy. One CAP for employees needing to complete Sustainable Acquisition training. ▪ AD – not started • EVMS - EVMS Surveillance Plan in final draft; interviews for March 12 & 13 all tentatively scheduled
Resolution	N/A

Topic	News / Updates / QA Issues / Successes or Challenges
Discussion	AC website (Jan 31) has URL for DOE SC (Office of Science) it shows the management system demonstration: http://scms.sc.doe.gov/
Resolution	N/A

Tom King - X6474 or 630-267-6644
Meeting adjourned - duration 50 minutes