Service Coordination Board (SCB) Meeting Summary

Date: 19 March 2014

Members in attendance:

	Member	In Attendance
AES	John Maclean	√
	Geoff Pile	√
ASD	Ju Wang	√
	Ali Nassiri	√
XSD	Mark Beno	
	Chris Jacobsen	
	Jonathan Lang	√
Upgrade Project	Tom Fornek	
	Mohan Ramanathan	

Also in attendance: Rose Torres and Steve Davey

Agenda

Review of 19 and 28 February meeting minutes
Review of Open Action Items
Review of projects status summary
On-going

- Update of ASD project priorities
- IEX Project P1193 update
- IS proposals update
- End-of-project close-out form

New Business

Next Meeting

16 April 2014

Meeting Summaries

No corrections to summaries:

- 19 February 2014 meeting (APS_1443621)
- 28 February 2014 meeting (APS_1444179).

This report can be accessed through the following link: APS_1444609.

New Action Items

1. Nassiri to contact Terry Smith to re-baseline projects 1373 and 1374 (Linac transverse deflecting cavity and new electron gun) by the end of March
2. Lang to contact Gluskin to get scope & schedule information for SCU1
3. Torres to send out end-of-project forms to the most recently "completed" projects,
4. Torres to update status of completed Division Projects.
5. Maclean to continue to refine SCB web pages – change "service request" to ~ Projects / Support Services
6. Davey to notify ASD requestors of projects that will not be approved.
7. Nassiri to identify a replacement project manager Yong-Chul Chae
8. Lang to clarify scope for project 1094 (mirror support and wire stages)
9. Davey approve projects 1813 (move business applications from Solaris to Linux) and 1953 (automated Favor processing)

Meeting Summary

No upgrade representatives present – though lacking a quorum, the members present ran through the agenda.

Torres distributed:

- Meeting Agenda
- Draft minutes form the 19 February meeting
- Draft minutes form the 28 February meeting
- Comments from Project Report Summary – Feb. 2014
- APS Project Report Summary – Feb. 2014
- APS Project Resource Summary – Feb. 2014

Review of the Status of Open Action Items

1. Torres to work with Terry Smith to re-baseline projects 1373 and 1374 (Linac transverse deflecting cavity and new electron gun). Closed / New item: Nassiri to follow-up with re-baseline

2. Update project 1193 (IEX installation) project plan [M. Ramanathan]. / **Open** / Ramanathan to update this week.

3. Review active (draft and submitted), unapproved ASD project proposals and identify proposals that it is expected won't be allocated resources so requestors can be updated [A. Nassiri]. / **Open**

4. Leatherman to develop project plan/resource request for project 1813 (Solaris to Linux) (Maclean) / **Closed**

5. Review APS service web pages for opportunities to make layouts more intuitive [J. Maclean]. / **Open**

6. Send out draft end-of-project close-out form (Maclean) / **Closed**

7. Send email regarding project updates for ASD projects that will not be approved [Davey] / **Open**

Review of Project Status Summary

APS Project Report Summary (APS_1442081) - Feb. 2014

APS Project Resource Summary (APS_1432632) - January 2014

APS Project Report Summary Comments (APS_1440691) - Jan 2014 Update

Discussion
o   The transfer of diagnostics from sector 35 to 31 has been scheduled for the January shutdown. Stripe line added to scope. On hold: e- gun, scraper, and linac accelerating structure.
o   Project plan done for 1813 (move business applications from Solaris to Linux).
o   End-of-project form: Jessica McChesney would like to provide feedback for services provided to IEX. No modifications were recommended to the Maclean draft form. Torres to send out the satisfaction for the most recently completed projects.
o   IEX project nearing completion. Completion expected by end of June. Outstanding items can be handled though other requests. Per Lang: still need to transport out of FOE and install 2 mirrors.
o   Nassiri projects being reviewed by ASD to identify projects that are not expected to be approved. Davey to follow-up with emails to requestors.
o   MacLean presented revised web pages. Change "Service Request" to "Project & Task Support Service".
o   Torres – a number of AES project on-hold.
o   Chae retiring – replacement project manager needs to be assigned
o   1-ID-E still needing designer support
o   Clarify scope for Project 1094, mirror support and wire stages for Jon Tischler.
o   IS projects approved: 1813 (move business applications from Solaris to Linux) and 1953 (automated Favor processing)

New Business

- o IT will have a design review for two projects.
- o Draft policy & procedure prepared for SCB. Board members requested to review and expedite reviews. Comments sought within the week.

Next Meeting: April 16, 2014, 401/B4100, 11:15