

Agenda
Earned Value Management System Surveillance Review
Jefferson Science Associates, LLC (JSA)
Jefferson Laboratory (JLab) – Bldg. CEBAF Center / Room – F324-325
December 4-5, 2013

PURPOSE:

This will be a formal review of the Jefferson Science Associates, LLC (JSA) Earned Value Management System (EVMS) implemented at the Thomas Jefferson National Accelerator Facility (Jefferson Lab, JLab). Discussions will occur and interviews will be performed to determine how the current JSA EVMS works and its implementation across all of FNAL (including such information as accounting, procurement, software tools and interfaces, scheduling, cost estimating, reporting, Control Account Managers (CAMs), work authorization, etc). The project under review consideration is the 12 GeV Upgrade project. The outcome of this review will be a formal assessment of the JSA EVMS by an independent review team, including corrective actions and continuous improvements.

AGENDA

Wednesday – December 4				
Time	Subject	Session	Team Members	Location
8:00-8:30 AM	Review Team In-room Setup and Discussions	Closed	Full Team	F324-325
8:30-9:00 AM	Welcome / Admin / Safety Info / Review Team In-Briefing	Open	Full Team	F324-325
9:00-10:30 AM	JSA EVMS Overview - Dennis Miner, PMO	Open	Full Team	F324-325
	12 GeV Project Overview and Rebaselining – Claus Rode, 12 GeV PM			
	12 GeV Rebaselining Implementation – Kelly Krug, PMO Manager			
10:30-11:30 AM	CAM Interview 1 – John Hogan (Dennis Miner, PMO)	Closed	Sub Team A	F227
10:30-11:30 AM	CAM Interview 2 – Eugene Chudakov (Kelly Krug, PMO)	Closed	Sub Team B	F228
11:30-12:30 AM	CAM Interview 1 – John Hogan (Dennis Miner, PMO)	Closed	Sub Team B	F227
11:30-12:30 AM	CAM Interview 2 – Eugene Chudakov (Kelly Krug, PMO)	Closed	Sub Team A	F228
12:30-1:30 PM	Lunch	Open	ALL	Quark Café
1:30-3:30 PM	Accounting Interview – Sharon Parkinson/Heidi Derby (Lyn Wells, Dep CFO)	Closed	Acctg. Sub Team	L210a
1:30-2:30 PM	CAM Interview 3 – Howard Fenker (Dennis Miner, PMO)	Closed	Sub Team A	F227
1:30-2:30 PM	CAM Interview 4 – Bill Merz (Kelly Krug, PMO)	Closed	Sub Team B	F228
2:30-3:30 PM	CAM Interview 3 – Howard Fenker (Dennis Miner, PMO)	Closed	Sub Team B	F227
2:30-3:30 PM	CAM Interview 4 – Bill Merz (Kelly Krug, PMO)	Closed	Sub Team A	F228
3:30-5:00 PM	Review Team Work Session and Discussions	Closed	Full Team	F324-325
5:00- 5:30 PM	Daily Out-Brief (informal)	Open	Full Team	F324-325

Thursday – December 5				
Time	Subject	Session	Team Members	Location
8:00-9:00 AM	Review Team Preparation	Closed	Review Team	F324-325
9:00-10:00 AM	CAM Interview 5 – Mike Bevins (Dennis Miner, PMO)	Closed	Sub Team A	F227
9:00-10:00 AM	CAM Interview 6 – Mike Spata (Kelly Krug, PMO)	Closed	Sub Team B	F228
10:00-11:00 AM	CAM Interview 5 – Mike Bevins (Dennis Miner, PMO)	Closed	Sub Team B	F227
10:00-11:00 AM	CAM Interview 6 – Mike Spata (Kelly Krug, PMO)	Closed	Sub Team A	F228
11:00-12:00 AM	Review Team Work Session and Discussions / Follow-ups	Closed	Full Team	F324-325
12:00-1:00 PM	Lunch	Open	ALL	Quark Café
1:00-1:30 PM	Senior Leadership Interview – Mike Dallas, JLab COO	Closed	Team Leader	B205
1:00-4:30 PM	Review Team Work Session	Closed	Full Team	F324-325
4:30-5:00 PM	Formal Out-Brief	Open	Review Team	F324-325

Meeting Rooms:

- Team Room: CEBAF Center F324-325
- CAM Interview Rooms: F227/F228

Sub Team Membership:

- A – J. Fortner / P. Selgrad / D. Hoffer / B. O'Connor
- B – P. Utley / L. Gauthier / (B. O'Sullivan)