



## Oct 22 Group Leaders Planning meeting

- collect draft work package descriptions, including proposed institutional assignments, by the last day of the meeting.
- Now initial work package information should be available and where we can have a general question / answer session.
- Be prepared to talk about the manner in which the community was canvassed and expressions of interest were solicited.
- Talk about the agenda and goals for your parallel session, including joint sessions (usually done).



## Oct 22 Group Leaders Planning meeting

- begin planning for the next set of multi-day group-by-group meetings, to take place in the coming winter and spring.
  - **be prepared to describe how best to organize these and an appropriate charge.**
- we would like to review your plans, leading to the next GDE meeting (Tohoku, Sendai – March 3, 2008), for developing the EDR schedule.
  - **The EDR schedule, with resource information, will be published at that meeting.**
- Also, today we talked about a kick off meeting summary.



## Timeline – May 2007 to March 2008

- May 24 PM Troika announced
- June 11 PM troika meet – Group Leader plan
- July 09-11 First EC review of PM, FALC meeting
- August 15 ILCSC EDR Plan Presentation
- Aug 20 – Nov 7 EDR Kick Off Meetings
  
- October 21-26 EC review of PM, ILCSC update – *PP1*
- December 18 WP Matrix to FALC RG; ‘R & D Plan’
- January 18 FALC presentation of R & D Plan
- March 03 – 06 Presentation of EDR plan – *PP2*



# Tasks assigned to AS Group Leaders:

- Short Term Milestones (Nick):

1. Complete WBS matrix

- **Review/refine WBS (WP definitions)**

- templates

- **Consolidate EoI**

- Understand resource base



2. Document RDR baseline in EDMS

- **All relevant documentation in EDMS structure**

- **Re-establish traceability between design and cost information**

- Specifications etc.

3. Begin first iteration of accelerator design

- **Lattice review**

- **Aim for partial EDR freeze by Tohoku**

- *Need to review the effort required for the above tasks*



## 'Technical / Global Systems' (from RDR)

- Technical
  - Vacuum
  - Magnet Systems ▲
  - Dumps/Collimators
  - Instrumentation ▲
  - (RF Power, Accel. Phys., Cavity, Cryomodule carried forward)
- Global
  - Installation
  - Availability and Operations
  - (CFS, Cryogenics carried forward)
- Alignment ▲
- Role: Development of standards and review
  - **Passive, not directly connected to the TA Group Leaders**



# 'Technical Systems'

- We will:
  - **collect and review work package proposals from Groups**
  - **have broad spectrum of effort,**
    - *in some cases from a broader base than that used in RDR*
  - **Try not to arrange technical leadership in an ad hoc fashion**
    - RDR Technical was quite US-centered in practice
  - **instead 'cross-collate' the WP we receive and block out / propose Engineering Leadership from these**
- we present this now,
  - **together with the concept of in-kind; plug compatibility etc.**
- John Carwardine will help coordinate



# Meetings and Reporting towards EDR

- Primary function of the kick off meeting was communication
- Routine telecon meetings to begin following ALCPG07
- Routine reporting to be introduced tomorrow
  - **(monthly email report from Group Leaders and PMO)**
- Important topics:
  - **review process planning**
  - **value engineering planning**
- ILCSC MAC?
- AAB?



# Regular Meeting schedule

- Wednesday is EDR Teleconference Day
- (GL = Technical Area Group Leaders)

Month	Week			duration	exp. attendance		
1	1	GL MLT	WebEx	2 hours	~15	} Incl. PMO, APM	
	2	GL CFS&G	WebEx	2 hours	~15		
	3	GL AS	WebEx	2 hours	~15		
	4						
2		<i>repeat webex cycle</i>					
3		General GL	face-to-face	2 days	~30		
4		<i>repeat webex cycle</i>					
5		<i>repeat webex cycle</i>					
6		GDE Workshop	face-to-face	3 days	~100		
7		<i>repeat webex cycle</i>					
8		<i>repeat webex cycle</i>					
9		General GL	face-to-face	2 days	~30		
10		<i>repeat webex cycle</i>					
11		<i>repeat webex cycle</i>					
12		General ILC Workshop		5 days	>200		





# ED PROJECT PHASES, MILESTONES, DELIVERABLES

- Four phases:
  - **Planning**
  - **Implementation**
  - **Report Preparation**
  - **Completion**
- Project (non-technical) Milestones and Deliverables →
- (presented to EC / ILC Daegu, Aug 14/ 15, 2007)



## Planning Phase (July 07 - March 08)

- Milestones
  - Project Management Team **releases** all necessary **project guidance**, tools, and organizational information to Technical Area Group Leaders.
  - Technical Area Group Leaders provide WBS dictionary, preliminary list of **work packages**, and preliminary list of issues, decision points, and resource requirements.
- Interim Deliverables (Oct 07) *pp1*
  - Engineering Design Project **Management Plan** version 1
  - **WBS** template and guidance document for Technical Area Group Leaders
  - **Basic design parameters and interface (lists) and possible ACD**
  - Change control template and guidance document for Technical Area Group Leaders
- Deliverable (March 08) *pp2*
  - ED Project WBS dictionary for Levels 1-3
  - Preliminary outline of Engineering Design Report
  - Preliminary list of final deliverables for the Engineering Design phase
  - Preliminary resource plan
  - Prioritized list of issues and decision points to be addressed during ED Phase
  - Consolidated RDR documentation in EDMS



## Implementation Phase – *after Tohoku*

- (March 08 – **July 09**, 12 months prior to EDR release date)  
(Engineering Design and associated R&D)
- Milestones
  - Level-2 and Level-3 technical **responsibilities & interfaces reconciled** between accelerator, global, and technical systems groups.
  - Accelerator area **designs frozen** and released to engineering groups.
  - Level-2 to Level-3 technical **parameters & requirements** for Engineering Design released to Technical Area Group Leaders.
  - Key technical issues answered for Engineering Design
  - Completion of integrated cost **value engineering** exercise
- Deliverables
  - Technical information that is needed for BCD/ACD down-select decisions.
  - Revised (**Updated**) **engineering design** data from all accelerator leaders
  - Supporting evidence that design can be realized and meet technical requirements.
  - **First draft**



# Planning

Task

- **1) Planning**
  - **1.1) Develop & allocate work packages**
    - 1.1.1) Release template for Work Package Definitions to L3Ms
    - 1.1.2) Draft initial Work Package Definitions
    - 1.1.3) Iterate WP definitions, reconcile across area systems
    - 1.1.4) Revise WP descriptions, return to PMO
    - 1.1.5) Send out Call for Expressions of Interest to community
    - 1.1.6) Deliver top-level work package matrix to FALC
    - 1.1.7) Allocate work packages
  - **1.2) Release ED project guidance & tools**
    - 1.2.1) Release EDR Project Management Plan Version 1
    - 1.2.2) Release project guidance, tools, organizational info
    - 1.2.3) Release Change Control template to Technical GLs
  - 1.3) Draft proposed accelerator areas WBS dictionaries
- **2) Implementation**
- **3) EDR Preparation**
- **4) EDR External Review & Approval**



