

Service Coordination Board Meeting Summary

Date: 20 June 2012

Members in attendance:

	Member	In Attendance
AES	Patric Den Hartog*	
	John Maclean	√
	Geoff Pile*	√
ASD	Michael Borland	√
	Ali Nassiri	√
XSD	Mark Beno	√
	Chris Jacobsen	
Upgrade Project	Tom Fornek	√
	Mohan Ramanathan	

* Den Hartog standing in for Pile as an AES ADD during Pile's assignment to the APS Upgrade Project

Secretary: Steve Davey

Also in attendance:

Richard Farnsworth

Rose Torres

Agenda

- Overview of AES Controls Group activities (Farnsworth)
- Action items from 14 June meeting
- Scheduling recurring agenda topics
- Project status forms
- New Business

Summary of New Action Items:

1. Action item – Farnsworth to provide a copy of his presentation and, at Borland’s request, a breakdown of the FTE level of support being provided to each group.
2. Action item – Pile to fill in names on matrixed support team table for next week.

Meeting Summary

Overview of AES Controls Group Activities

- Richard Farnsworth presented an overview of the activities of the Controls Group. [The presentation is in ICMS ([APS_1430657](#)) and on the SCB web page for June meetings.]
 - Controls has 18 FTEs: four technicians, thirteen engineers, ½ administrative assistant, and ½ data STA.
 - More time spent on development work than on maintenance but maintenance is taking a growing share of the time.
 - Approximately 2/3 of the time is in support of accelerator activities and 1/3 is in support of IDs and beamlines.
 - One FTE engineer is being seconded on the beamlines.
 - The division of work between Controls and BCDA was described.
 - A list of current in-progress tasks was presented.
 - The Controls Group’s capacity to meet demands was presented.
 - Staff needs a mixture of maintenance and development to keep skills sharp.

Beno: Controls Group’s support of BCDA is very helpful.

Pile: how much time can be made available for new projects? Farnsworth: The group providing services should be involved in estimating the effort need to complete the task.

Action item – Farnsworth to provide a copy of his presentation and, at Borland’s request, a breakdown of the FTE level of support being provided to each group.

[See [Appendix](#) for a follow-on email from Richard Farnsworth.]

Action items update

- Action items from 14 June meeting:
 - Board members are to review the table distributed by Pile summarizing the status of commitments made to DOE regarding the Service Coordination Board – comments to

Davey – No comments received, to be revisited in a month.

- Board members are to review the sample Project Status Reporting form – comments to Davey – Nassiri thinks it is comprehensive.
- Maclean will arrange for a Controls Group representative to make a presentation at the next Board meeting – closed with Fransworth’s presentation.
- Borland will iterate with the ASD Group Leaders on the potential makeup of the ASD support team and report back at the next Board meeting – ongoing.

ASD matrixed team level of support, table provided by Borland:

Group	AOP	DIAG	MD	PS	RF	ASD Div	Total
DD	0.1	0.2	0.5	0.9	0.10 FTE -- general design drafting		1.8
MOM	0.22	0.1	0.005		0.3 FTE -- includes vacuum and water support		0.63
MED	0.25	0.1	0.1		0.75 FTE -- includes coupler/tuner production test stand operation support, general rf system mechanical maintenance		1.2
SI	0				0		0
SA	0.13		0.01		0		0.14
Controls	0.96	0.8	Eng 1 - 0.8, Eng 2-0.2, Tech-0.2	0.6 -	0.2 FTE -- EPICS screen maintenance, development, modification, troubleshooting, etc		3.16
IT	0.24	0.1	0.05	0.1	0.15 FTE -- computer maintenance, software installation	0.05	0.79
							7.72

Borland questioned if the estimates for MED, Control, and IT are too low and suggested that it would be better if the service groups tell what they have to do.

Action item – Pile to fill in names on matrixed support team table for next week.

- Pile to update proposed XSD team list and report back at the next Board meeting – ongoing.
- Den Hartog to identify ongoing tasks that can be considered as approved and Davey will update their status in the project proposal system – ongoing.
- Den Hartog to review dates for the vibration study proposal (APS number 913) and Davey to look into reporting issues – ongoing.

Scheduling Recurring Agenda Topics

- Pile proposed setting a regularized schedule of agendas (e.g., on a specific week each month the Board would review new proposals).

Beno: If all the effort is already committed and there is effort available for new projects then there is no need to look at proposals. Pile: We need to look at the balance where resources are allocated. Borland: We should look at priorities. Maclean: We can query groups on the consequences of changing priorities.

Project Status Forms

- Pile: We need statistics to track progress for approved projects and to report back to the Division Directors. As a demonstration, Mark Erdman filled in project forms for two projects and the consultant Tricia Mast then put them into MS Project. It was estimated that this might take a project manager 1-2 hours / month to update. Data was pulled from “green sheets.” With the actuals from the demonstration it becomes apparent how the actuals compare to the estimates.

Pile: The project proposer should be responsible for reporting on project progress. Borland: it would be nice if we had a general project manager to assist. Rose Torres will be able to help with reporting.

Pile: What reports would be useful for the Board?

Pile: MED “green sheet” based data provides a breakdown of effort expended for various activities. Pile: when we have projects in “green sheets” we will be able to track them also.

Nassiri: The question is that it seems that there aren’t adequate resources in MED.

Beno: Effort goes to other projects as they arise and there is a question of perception – people are often not aware of the work that is being done for others and need to be educated on what is being done.

New Business

- Borland and Nassiri will not be available next Wednesday for the Board meeting.
- Fornek: Has there been backfill for personnel to be reassigned from the Upgrade project? Pile: Some.
- Beno: There will be an XSD presentation next week that will touch on the status of the SCB – information may be sought.

Appendix: Follow-on email from Richard Farnsworth

From: "Richard Farnsworth" <rif@aps.anl.gov>
To: "Steven Davey" <scd@aps.anl.gov>
Cc: "Michael Borland" <borland@aps.anl.gov>, "John Maclean" <jfm@aps.anl.gov>
Sent: Friday, June 22, 2012 11:21:14 AM
Subject: Controls ppts for SCB

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Also, Michael Borland asked the question I did not answer properly and asked for notice:

My recollection of the question is (My paraphrasing) – I’m hope that Michael will clarify if I have missed his intention of the question: How many of the group are available for project work at any time?

My simple answer is that approximately 50% of the (Engineering) group are available for project work at any given time. There are four technicians also.

Additional information:

There are five Engineers that are currently allocated (in some degree) to the upgrade project – currently that is Frank Lenkszus, Nicholas Dimonte, Tony Scaminaci, Jim Stevens and Bob Laird. These resources are “green sheeted”. There are is also project work ongoing for SCU (Which is not classified upgrade), diagnostics and a number of other smaller items that vary literally week by week. During shutdown periods installations are scheduled and project work that are not installations take a back seat.

At some stage I would like to maintain a project register, although I do not have a consistent one at the moment.

Hope this helps,

Richard