

## PSC Portfolio Management Office Advisory Board Charter

August 31, 2021

### Context: Photon Sciences Directorate Portfolio Management Office (PSC-PMO) Mission

Develop and maintain a cohesive suite of projects that, in conjunction with the APS Upgrade Project (APS-U), will further the strategic goals of the PSC. The PSC-PMO will develop and manage an integrated, multi-year, resource-loaded portfolio of Operations-funded projects to support:

1. Coordination of project execution with the APS-U to bring the facility to an improved state of readiness when the APS-U Project is complete, and the facility is being restarted.
2. Maintenance, upgrades, and obsolescence mitigation to ensure existing APS systems continue to provide reliable x-ray beam for the APS User Program before and after the APS-U installation.
3. Projects supporting the PSC long-term strategy for continued science excellence at the APS both now and in the future.

### Mission

Help improve the effectiveness of the PSC-PMO by providing observations, recommendations, and guidance.

Subject areas include communication, stakeholder engagement, best practice, policies, workflows, execution strategies, and project performance measurement metrics, identification of gaps, and best practices.

### Membership

Members of the Advisory Board represent PSC, AES, XSD, ASD, the APS Upgrade Project and the Laboratory. Senior management from each organization shall appoint one primary and one alternate representative. Representatives should be selected with attention to leveraging diversity as a resource to achieve the best outcome for the APS. The PSC-PMO Program Manager has final decision-making authority on new board members. The effort commitment shall not exceed 12 hours per year including quarterly meetings and ad hoc requests for advice on PSC-PMO policies and processes.

### Term

Advisory Board members shall be appointed for a term of three years with opportunity for reappointment.

### Current Members

Member	Affiliation	Area	Appointed On
Mike Fisher	XSD	Mechanical Engineering, Beamline Design	Dec. 2019
Jessica McChesney	XSD	Beamline Operations, Physics	Aug. 2020
Elmie Peoples-Evans	APS-U	Project Management, Procurement	Dec. 2019
Herman Cease	APS-U	Mechanical Engineering, Integration	Dec. 2019
Kent Wootton	ASD	Diagnostic Requirements, Physics	Dec. 2019
Yine Sun	ASD	Linac, Accelerator Operations	Dec. 2019
Marion White	AES	Project Management, Accelerator Physics	Dec. 2019
Jeff Toeller	AES	Electrical Engineering, MBA	Dec. 2019
Jason Budd	ANL/IS	Project Management	Dec. 2019
Don McGady	ANL/PMO	Project Management	Feb. 2021

**Advisory Board Members are expected to:**

- Demonstrate leadership by making a commitment in time and talent
- Actively participate in Advisory Board meetings
- Provide advice by phone, writing, or in-person meeting, as requested by the PSC-PMO

**Quorum**

A simple majority of the members of the Advisory Board present shall constitute a quorum.

**Recommendations of the Board**

All recommendations of the Advisory Board are advisory to the PSC-PMO Program Manager, for implementation at their discretion.

**Meetings**

The Advisory Board shall meet at least quarterly. Special meetings may be called by any member of the Board or the PSC-PMO Program Manager.

**Minutes**

Minutes of each meeting will be kept. An electronic copy will be emailed to the Board and PMO members within two weeks following a meeting.