

NuMI  
Director's Review  
February 12-13, 2004

**Introductory Executive Session**

L. Edward Temple, Jr

# Outline

- Charge
- Agenda
- Committee Assignments
- Closeout & Report Structure
- Report Format
- Discussion

**Charge for a Director's Review of the NuMI Project  
February 12-13, 2004**

# Charge

This charge is for the Committee to conduct a Director's Review of the NuMI Project at Fermilab. This review will focus on installation planning, installation implementation and remaining equipment design, fabrication and testing.

NuMI received beneficial occupancy of the Target Area on October 20, 2003 and is currently performing installation work in this area. Beneficial occupancy of the MINOS Area is currently projected for mid March 2004 with the installation work commencing shortly after receiving occupancy. The remaining extraction and primary beam systems work is scheduled to be completed in the Summer 2004 shutdown.

The goal of this Director's Review is to assure that the NuMI team has the plans and resources in place to complete the installation work and commissioning in order to meet the CD-4 Start Operations milestone.

Therefore the NuMI presentations will include discussions of the stub, carrier tunnel and pre-target area, target hall and service rooms, absorber area and near detector with the inclusion of safety considerations for each area. The committee is requested to comment on the plans outlined by the presentations including the following topics:

- The technical and schedule risks inherent in the installation plan that could jeopardize the start of beam operations in February 2005.
- An assessment of the plans for meeting resource requirements to complete NuMI beam installation while simultaneously meeting accelerator operations and maintenance needs (this includes work in the summer 2004 shutdown and unscheduled shutdowns).
- NuMI's management of current installation work and plans for the future installation efforts.
- Overall safety issues should be assessed, including processes, procedures and their implementation.

This Director's Review should also assess how well the NuMI team has addressed the recommendations made in the April 8-9, 2003 Director's Review and the November 13-14, 2003 DOE Review.

Finally, the committee should present findings, comments, and conclusions at a closeout meeting with the NuMI and Fermilab management and provide a written report soon after the review.

**Director's Review of NuMI  
February 12-13, 2004  
Agenda**

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# Agenda

## **Thursday, February 12**

8:30am - 9:00am	Executive Session	
9:00am - 9:15am	Introduction	R. Plunkett 15 mins
9:15am - 9:30am	Civil Construction	D. Bogert 15 mins
9:30am - 9:45am	Technical Components Status	B. Baller 15 mins
9:45am - 10:00am	MINOS Status	R. Rameika 15 mins
10:00am - 10:15am	Installation Overview	R. Andrews 15 mins
10:15am - 10:30am	Break	
10:30am - 10:45am	ES&H	M. Andrews 15 mins
10:45am - 11:25am	Pre-Target & Target Hall Installation	S. Childress J. Hysten 40 mins
11:30am - 12:30pm	Lunch	
12:30pm - 1:10pm	Downstream Installation and Checkout	C. James P. Shanahan 40 mins
1:10pm - 1:40pm	MI Installation and Checkout	R. Ford 30 mins
1:40pm - 2:00pm	CD4 Commissioning	G. Bock 20 mins
2:00pm - 3:00pm	Tour	

## **Friday, February 13**

8:00am - 10:00am	Potential Breakout Sessions	
10:00am - 12:00pm	Executive Session – Report Write-up	
12:00pm - 1:00pm	Working Lunch	
1:00pm - 2:00pm	Closeout Dry Run	
2:00pm - 3:00pm	Closeout with NuMI Management	
3:00pm -	Adjourn	

# Committee Assignments

	Executive Summary	Temple
1.1	Main Injector, NuMI Stub, and Pre-Target Areas	<u>Martin</u> , Kourbanis
1.2	Target Hall and Service Rooms	<u>Hurh</u> , Brown
1.3	Absorber Area and Near Detector	<u>Stanek</u> , Brown
1.4	Integrated Schedule	<u>Boroski</u> , Hoffer, Kourbanis
1.5	Integrated Safety Management	<u>Martin</u> , Boroski, Brown
1.6	Management	<u>Temple</u> & other leads

**Each group/person should address elements of the Charge for their area.**

# Closeout & Report Structure

- Review findings, assessments, and recommendations should be presented in writing at a closeout with the Collaboration and Fermilab management.
- Written with
  - Findings
  - Comments and
  - Recommendations

# Findings, Comments, and Recommendations

- Findings
  - Findings are statements of fact that summarize noteworthy information presented during the review.
- Comments
  - Comments are judgment statements about the facts presented during the review. The reviewers' comments are based on their experiences and expertise.
  - The comments are to be evaluated by the project team and actions taken as deemed appropriate.
- Recommendations
  - Recommendations are statements of actions that should be addressed by the project team.
  - A response to the recommendation is expected and it is expected that the actions taken would be reported on during future reviews.

# Report Format

## REPORT OUTLINE

Executive Summary .....	
1. NuMI Installation Plan .....	
1.1 Main Injector, NuMI Stub, and Pre-Target Areas.....	
1.2 Target Hall and Service Rooms.....	
1.3 Absorber Area and Near Detector .....	
1.4 Integrated Schedule .....	
1.5 Integrated Safety Management.....	
1.6 Management .....	

### Appendices

# Report Format (Continued)

PLEASE USE THE FOLLOWING FORMAT FOR  
YOUR HAND-WRITTEN OR TYPED INPUT FOR THE DRAFT REPORT

Your Name

Version Number or Date/Time

1.1 (Section you are writing)

## Findings

Include an assessment of technical, cost, schedule, and management

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## Comments

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Recommendations

- 1 Begin with action verb.
- 2
- 3
- 4

# Discussion

- Questions and Answers