

Long Shutdown Schedule Development Status

19 April 2012

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COUNTDOWN TO START OF DOWN:

24 days

- Overall Timeline to Baseline
- Remaining LSD schedule work to start resource leveling
- Change Control Process
- Upcoming Changes (after resource leveling)

Overall Timeline to Baseline

- Resource Leveling Process –
 - **Week of April 16th** -
 - Milestone sections completed
 - Completed all hooks/logic for all schedules
 - Cleaned up all resources (identifications)
 - Completed 12GeV Accelerator Schedule Implementation into Primavera
 - **April 20th – initial resource dump & identification of “challenged resources”**
 - **Week of April 23rd** –
 - Resource leveling with PMs and resource group leaders
- Baseline & Start of Change Control Process - **April 30th**

Remaining LSD schedule work to start resource leveling

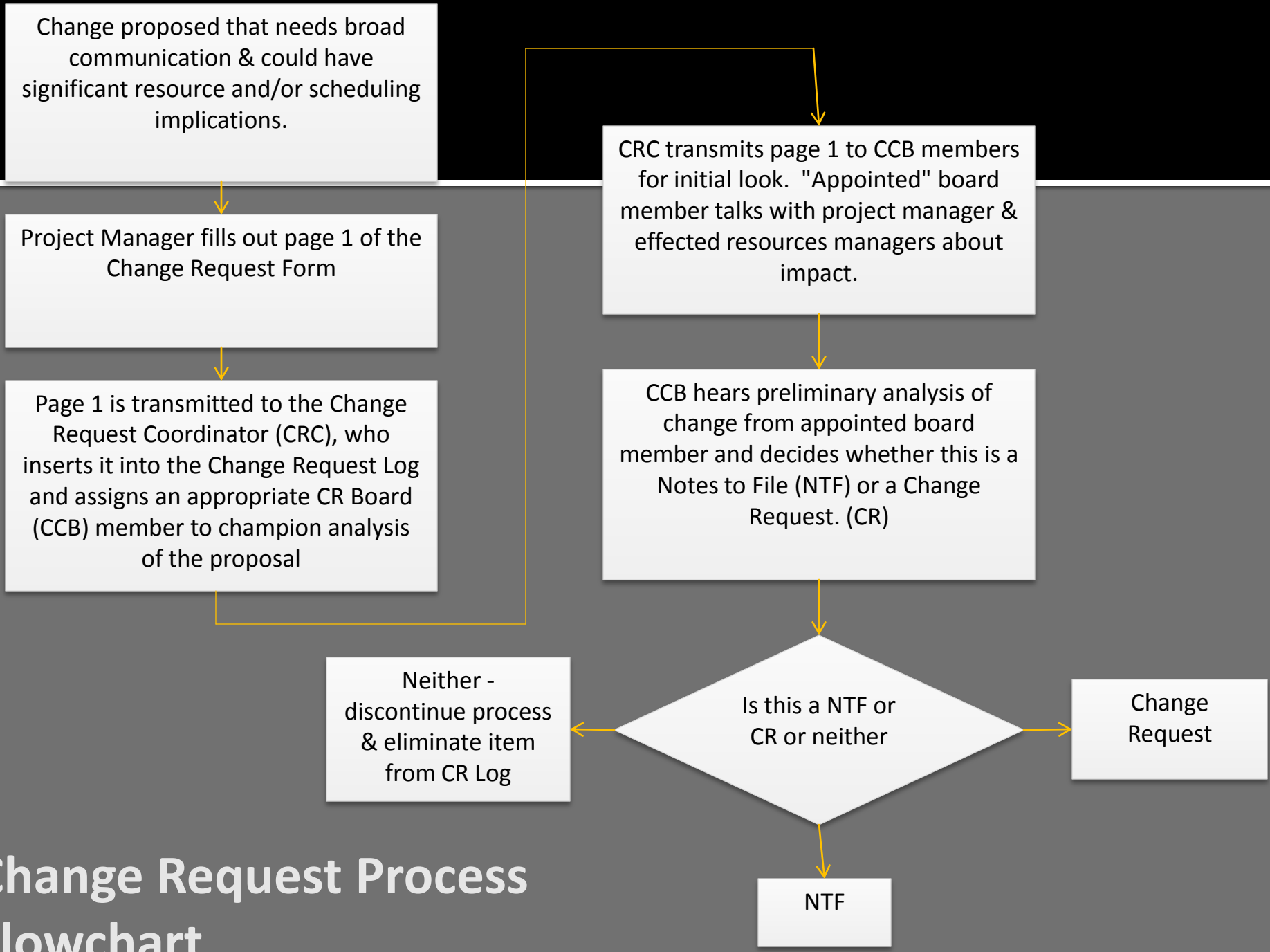
1. General cleanup/admin (PMI/D. Napier)
2. 12GeV Accelerator Schedule – (PMI/D. Napier/L. Harwood)
 - Hooks between “FastTrack Schedule” and other WBS schedules for accelerator
 - Mtg 19 April
3. Non-12GeV Accelerator Schedule - Final scheduling for activities based on 12GeV Accelerator schedule – (S. Suhring/L. Harwood)
 - Mtg 19 April

Change Control Process

- What determines a need for a change request?
 - CR (Change Request) or NTF (Note to File)?
- How to manage and control changes:
 - CRC (Change Request Coordinator) – D. Napier - collects all changes (from PMs, from meetings, etc) and manages through a shared change request log
 - CCB (Change Control Board)
 - F. Pilat, D. Napier, W. Oren, S. Suhring, PMI (H. Derby, P. Collins), LSD Deputy, [J. Gomez \(W. Akers?\)](#), [L. Harwood?](#)
 - CCB meets monthly (or as needed) to review log and approve CRs for implementation

Change Request / Notes to File Guidelines

	Notes to File	Change Request
Time Horizon for activity to be completed	Generally ≤ 2 wks, or "minor" activity in "out" weeks. (This does not imply that all changes must be documented)	Generally > 2 weeks
Resource Impact	Single resource	Multiple "medium or highly" stressed resources
	Multiple "minor" unstressed resources	Significant cross divisional resource impacts
	Resources can accommodate the change	Change has far reaching implications on resource support
Schedule Impact	Changes have little or no impact on already scheduled work	Presently scheduled work must shift effecting logic and multiple work plans
	Work could already be in progress and substantially complete	Change has far reaching implications on critical path activities or program
	No impact to critical path activities	
Other	Tends to be a "FYI" action	Major change with broad information flow required to be successful
Format	Page 1 of the CR form only	Page 1 of the CR form + resource analysis with graphs
Incorporation in Global Schedule	Insert activity into progress schedule, do cursory check on impacted resources to be sure assumptions hold true.	Insert activities into the progress schedule, analyze resource loading, if issues are manageable insert changes into the baseline schedule, repeat resource analysis to ensure impacts are addressed



Change proposed that needs broad communication & could have significant resource and/or scheduling implications.

Project Manager fills out page 1 of the Change Request Form

Page 1 is transmitted to the Change Request Coordinator (CRC), who inserts it into the Change Request Log and assigns an appropriate CR Board (CCB) member to champion analysis of the proposal

CRC transmits page 1 to CCB members for initial look. "Appointed" board member talks with project manager & effected resources managers about impact.

CCB hears preliminary analysis of change from appointed board member and decides whether this is a Notes to File (NTF) or a Change Request. (CR)

Neither - discontinue process & eliminate item from CR Log

Change Request

NTF

Change Request Process Flowchart

Upcoming Changes (After Resource Leveling)

1. Tunnel Penetration Repair (R. Sperlazza) – Mtg 18 April
2. Cryogenics Work Group Schedule (W. Oren)
3. 12GeV Accelerator Stands schedule adjustment (L. Harwood)
4. Tunnel De-humidifiers (R. Sperlazza)
5. 12GeV Hall A Moeller schedule (E. Folts/J. LeRose/W. Akers) ?
6. FEL Schedule Updates (Darklight, etc.)
7. 12GeV Hall B Schedule – 29 May Review (Latifa/Glenn)
8. 12GeV Hall C Schedule – 4 June Review (Howard/Glenn)



**Resource Leveling
starts April 23rd!**