

## **North American Division Heads Meeting Minutes** *15<sup>th</sup> December 2003*

### **Attendees:**

L. Avery	J. Mangum	M. Rafal
J. Bauer	J. Payne	R. Simon
V. Gasho	A. Perfetto	J. Webber
B. Glendenning	B. Porter	
C. Janes	S. Radford	

### **Management** (M. Rafal)

We are very close to releasing the Antenna RFP. Have set up a web site that contains all of the documents for the RFP on the website.

Scheduled to release it today, but since no word received from Europe, will probably release it tomorrow.

Set the schedule for the closing of this RFP to the 30<sup>th</sup> April 2004. That gives a full four months not counting the period between Christmas and New Years. Should be ready to sign a contract the middle of September 2004.

Any Procurement over \$50K needs to be coordinated through the JAO. Start the procedure by letting Bill Porter know as early as possible. Bill will then start shepherding the process. He needs to know what procurements are upcoming. He needs to be a part of the plan to make sure all of the processes are in place.

We are trying to develop a procedure as to which point to involve the JAO in the process. The sooner we get them involved in the procedure, the less likely we will have a roadblock to moving forward.

LA – does this apply to Canadian procurements? MR – that is a good question. Marc and Lorne to talk offline.

### **PMCS Progress** (R. Simon)

RS has spoken to the majority of IPT Leads and Deputies regarding the process.

Status – have a contact established with Triad. Discussing with each IPT

Emphasis has been on the need of an integrated schedule, translating current milestones into activities. Missing interface milestones, i.e., the interdependencies between IPTs, especially regarding deliverables and schedule. Starting to look at software systems, Primavera has come in and given a demonstration already.

PMCS will improve our ability to do earned value.

Currently the IPTs are delivering a lot of information, but there is very little information other than cost and expenditure. This enables management to get an overview but the information flow is very one sided.

Complicated areas are Back and Front End, Systems Group. Over January and February working with IPTs trying to develop better scheduling model. Expectations are that we will be able to more accurately plot the demands IPTs have on one another. Less surprises should occur in the schedule.

AP – when should the system should be fully implemented? RS - Phase I by the middle of March 2004. There have been brief discussions on how to transfer to Phase II, looking at 8-10 moths from now. Only if Management and the Board and all parties involved agree to move forward quickly.

SR – will w have indications beforehand o the critical path or inevitable delays? RS – we should have indications beforehand.

**Site** (S. Radford)

- Thanks for participating in the OSF discussions last week. Jorg is finishing off the Conceptual design. Send him any comments/suggestions.
- Has received a report from the geological people regarding the foundations.. Will be forwarding to the engineers.

**Antennas** (V. Gasho)

- Nutator problems have been diagnosed. Problem recognized and hopefully solved.
- Vertex OPT, still trying to work on focus problem.
- Still have problems with HVAC and encoder problems on the Vertex Antenna acceptance. Without the metrology. Should be working by end of January.

**AEG** (J. Mangum)

- The AC Antenna is still having quite a few problems that the Contractor needs to solve, especially optical pointing and holography.
- BG – had comment from Ralph Marson this morning – not enough in the loop regarding requirements from his group

**Front End** (A. Perfetto)

- No issues brought up

**Back End** (C. Janes)

- Prototype systems integration – decision need to be made immediately. On the transponder, CJ hesitant to make decision.
- MR – issue of receiving late deliveries from JB should be brought up at the Bi-Weekly IPT Meetings. It must be noted that this is impacting our schedule. CJ – I believe that I have been reporting this problem since July.
- IF we do not have a CDR in May we cannot produce anything for the milestones at the end of 2005. Keep the production of at least half on schedule.

**Correlator** (J. Webber)

- Only issue is that since we have been told that the correlator won't be needed until February 2006, we want to delay shipping the prototype correlator so that we can get more of the software testing done and it will be there closer to when actually needed.
- Starting to move correlator group to the NTC from the Ivy Road building

**Computing** (B. Glendenning)

- I would like to recognize two ALMA staff members who have received Star Awards, very well deserved to both folks!
- John Payne and the Computing Group need to finalize several ICD dates. John Payne has no dates to offer at this time. MR – John needs to come up with some dates, Marc and John to talk after the meeting

**Systems Engineering**

No report this week

**Science**

No report this week

**Local Oscillator** (J. Payne)

- Need a firm specification on what is needed. LDA has told John to ignore the project book and take his and Mark Holdaway's results, John finds a slack here.
- There is a contradiction in phase numbers. LO spec is contained as part of SRD, which is currently in a review cycle.

**NEXT NA DH Teleconference**

***Monday, 12<sup>th</sup> January 2004 – No Teleconference on the 29<sup>th</sup> of December!!***