

Minutes of Monday 2/3/03 RR BPM Meeting to discuss schedule development

Attending: B. Choudhary, J. Crisp, D. Nicklaus, P. Prieto, D. Voy, B. Webber, S. Zimmermann

Purpose of the meeting was to:

- Define structure of a schedule and begin to populate it with milestones, tasks, and some initial guesses of dates and durations
- Identify responsibilities for contributions to this topic for RR BPM Technical Design Review tentatively set for Feb. 17.

Handouts included Bob's write-up containing preliminary schedule organization and breakdown thoughts and Sergio's write-up on suggested schedule structure.

Bob offered to the group his preliminary "Project Organization" chart and asked for feedback outside of this meeting. Implication of the chart is identification of persons responsible for providing schedule inputs for their areas of project responsibility. Bob noted the tentative date of Feb. 17 for design review and stated that a schedule structure and preliminary dates for major milestones at a minimum are required by that date. It was noted that Duane is being looked to as the key person in helping define a suitable schedule breakdown for software components of the project.

The schedule needs to be developed at a level suitable for a ~six month project with sufficient detail to identify each significant task required for project completion and enough identifiable milestones to track progress and permit early identification of resource, design, production/delivery, and performance problems.

Sergio will proceed to "build" schedule structure in MS Project and be ready to accept inputs and define milestones next week.

There was little discussion of specific dates at this meeting other than the tentative Feb. 17 review and note that design work needs to proceed even in the present absence of a schedule. Better to have the schedule running to keep up with the work, than the work running to catch up to a schedule.

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