

## DRAFT SNS November 2004 Review Preparations Timeline

Event	Date	Status (✓ = done)	Lead (Responsibility)	Duration	Notes
Cost/schedule data cutoff	Thurs, Sep 30		Herron		<ul style="list-style-type: none"> <li>September performance data will be presented in the review.</li> <li>Approved PCR's complete with P3 data through Sept 30 will be incorporated into the BAC presented at the Nov review</li> </ul>
Post a topical outline on web to guide preparations for plenary and key subcommittee presentations	Mon, Oct 11		Strawbridge		Assist from Lawson, Anderson, Holtkamp
Establish reviewers material website	Fri, Oct 15		Horak		Establish " <a href="http://www.sns.gov/nov04rev/">http://www.sns.gov/nov04rev/</a> "
Receive draft material on <a href="ftp://snsftp1/upload_to_snsftp1/Reviews/DOE/dry_run">ftp://snsftp1/upload_to_snsftp1/Reviews/DOE/dry_run</a> at SNS (including PowerPoint files from STLs to support dry run)	<b>Mon, Oct 25</b>		STLs/Div Directors/Project Director		Exceptions _____ (?)
Mail advance materials to subcommittee members	Fri, Oct 29		SNS points of contact		<b>Advise M. Hensley what materials are sent</b>
Dry Run	<b>Tues, Nov 2 thru Wed, Nov 3</b>		STLs + 1-2 staff, Div Directors/Project Director	2 days	By videoconference. STLs plan on participating through all presentations
Final PowerPoint files to <a href="ftp://snsftp1/upload_to_snsftp1/Reviews/DOE/final">ftp://snsftp1/upload_to_snsftp1/Reviews/DOE/final</a>	<b>Tues, Nov 9 (NLT noon)</b>		See attached agenda	1 day	
SNS mgmt walk-thru of presentations	<b>Tues, Nov 9</b>		SNS/ORNL Mgmt		
Materials turned in to M. Hensley for coordination with Graphics/IT staff for assembly in format suitable for CD, for loading onto web site, and final management review	<b>Wed, Nov 10</b>		SNS Staff	4 days	
<b>Technical Breakout PowerPoint files (for Wednesday breakouts) to <a href="ftp://snsftp1/upload_to_snsftp1/Reviews/DOE/technical">ftp://snsftp1/upload_to_snsftp1/Reviews/DOE/technical</a></b>	<b>Thurs, Nov 11 (NLT noon)</b>				<b>Upload technical breakout presentations NO LATER THAN NOON</b>
Review all presentations on conf. rm. Machines	Fri, Nov 12		Div. Directors/Staff	1 day	
Duplication of materials for notetaking purposes	Sun, Nov 14		Hensley	2 days	<b>Plenary and Parallel Subcommittee Presentations Only</b>
Materials to SNS Graphics to make CDs	Mon, Nov 15		Horak	4 days	Includes Technical Breakouts
Start of Review	Tues, Nov 16			2-1/2 days	
CDs complete for distribution at end of Review	Thurs, Nov 18		Horak		