

From owner-mmdivhd@kochab.cv.nrao.edu Fri Oct 2 19:15 EDT 1998
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 From: Peter Napier <pnapier@aoc.nrao.edu>
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 To: MMA Division Heads <mmdivhd@nrao.edu>
 Subject: [mmdivhd] Div Hd meeting, 5 Oct
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MMA Div Head Meeting, 5 Oct 98, 1300 EDT, Ph 804 296 7082

Agenda:

- (1) MOC meeting 15/16 Dec and possible DH face-to-face meeting.
- (2) Commitment authority.
- (3) Chilean Coop Students
- (4) Meaning of "milestones" (see Bob's note below)
- (5) Report from Edinburgh meeting
- (6) Other topics
- (7) Action items

Action Items At 28Sep98:

Date Due	Responsible	Description
980930	Simon	Finish D&D WBS
981006	Napier/Emerson	Drawing Number Policy Memo
981010	All	Update Project Book Chapters
981015	Brown	Draft Agenda for MAC Meeting
981030	Emerson	Draft Interface Standards
981030	Glendenning	Draft Monitor & Control Specifications
9811??	Sramek	Signal Transmission System PDR
981115	Webber	Multiplier Chain LO PDR
981130	Napier	Antenna RFP CDR
981130	Emerson	Formal release of updated Project Book
9812??	Webber	230 GHz LO Doubler Demo
981231	Simon	Finish Project WBS
981231		Bid Prototype Antenna (#1+#2 option)
990129	Brown	Deliver Midterm MMA Cost Estimate
990430	Napier	Receive Antenna Bid Response

 Outstanding Positions At 21Sep98 (no change):

Req.#	Description	Status
CV 2052	SIS Int Amp Eng	Posted
CV 2053	LO Mul. Eng.	Open
CV 2067	Sr. Sci Prog.	Open (possible candidate)
CV 2094	Correl Eng 2	Released
CV 2098	SIS Rcvr Eng	Open (candidate)
SO 2150	Prog Sys Des	Open (turned down; \$ to low)
SO 2198	EE LO/IF 1	Open (resumes)
SO 2199	EE F/O	Open (resumes)
SO 2200	CAD/Drafter	Not yet released

SO 2202 Programmer Open (resumes)
TU 2017 Rcvr Eng Open (negotiations)
TU 2022 Tech (Cryo) Open (possible candidate)
TU 2024 Tech (PhLO) Open
TU 2034 Mon/Cont. Eng. Posted

Subject:

[Fwd: Milestones?]

Date:

Fri, 02 Oct 1998 15:54:40 -0400

From:

Robert Brown <rbrown@NRAO.EDU>

Organization:

NRAO

To:

pnapier@NRAO.EDU

CC:

rsimon@NRAO.EDU

Peter,

Larry is raising a good point, one we should discuss at the DH meeting next week.

My view is that a milestone is a planning date, a date around which other activities may be scheduled (either other activities that start with the 'deliverable' of the milestone or activities that can end because the milestone has been reached). As a planning date it is an estimate based on full availability of the resources that went into establishing that estimate. The estimate can change in response to situations such as Larry mentions. But does that mean the milestone changes? Not necessarily. In our management scheme the person making the estimate proposes a change in the milestone. That change is reviewed and either accepted (with the managers responsible for rescheduling the work that depends on the milestone) or, in the event the change is proposed because the resources are inadequate, the milestone is kept fixed and the managers have the responsibility for providing the resources required to see that it is met.

The milestone is usually set by the individual or group responsible for doing the work to reach it. But it can be moved either as a result of a proposal by the individual or group responsible for doing the work or by management; in either case both sides must agree: moving a milestone is done only through the joint action of management and the individual or group doing the work to reach it.

-Bob

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