

Ref:

Based on the comments I have received on the descriptions and organization chart, I have made a few clarifications and corrections. There was some confusion based on my choice of wording on the overlap of authority between the local heads and the division heads. What I meant to say was that the local head is responsible for the day-to-day *administrative* activities and sets priorities, in consultation with the project manager, for infrastructure that is shared among teams.

I have tried to add these clarification below:

The local ALMA head has the following responsibilities at their location:

- Responsible for the day-to-day administrative activities of the ALMA project at their facility.
- Represents the observatory and the project locally.
- Facilitates communications between observatory, project management and local staff.
- Allocates and sets priorities for any shared facilities and equipment among project teams.
- Reports regularly to the project manager on the infrastructure needs
- With the aid of the local business manager, prepares and maintains the budget for local facilities and common services.
- Participates in the overall management of the ALMA project

The division heads retain the responsibility of carrying out the technical work of their assigned task. Division heads have the following responsibility for their area:

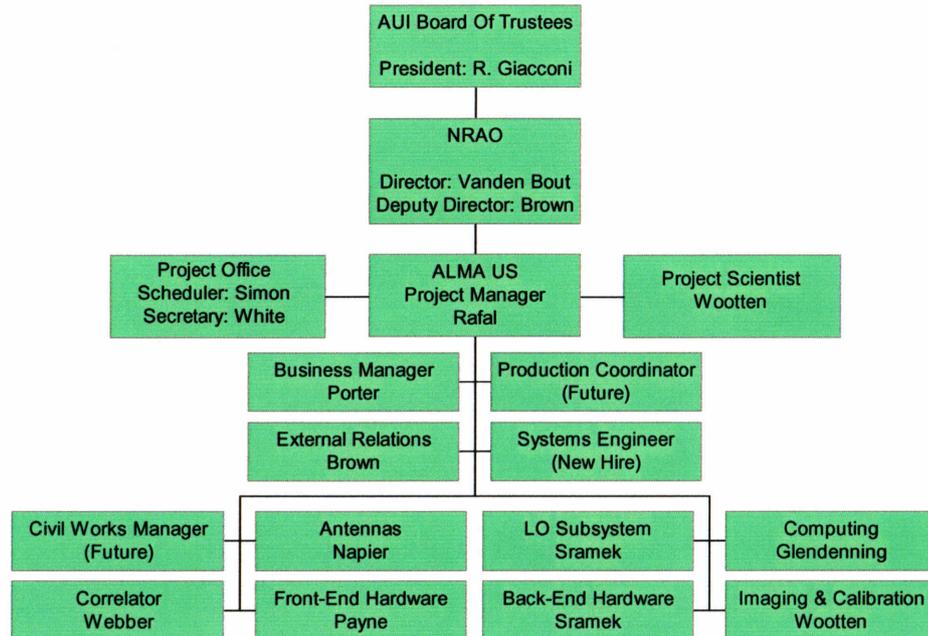
- Responsible for the overall technical work performed within the division
- Develops detailed plans, schedules and budgets for work performed within the division and provides regular updates to the Project Manager
- Negotiates with Systems Engineering and other division heads on appropriate interface specifications
- Represents the US project in discussions with their European counterparts
- Reports regularly to the Project Manager on technical progress
- Participates in the overall management of the ALMA project

The organization chart also has a couple of corrections. There is still some uncertainty on the boundaries and number of divisions among what is now the front end, LO and back end. So the boxes may change over the next few weeks as we settle that issue.

# ALMA US Organization

22 August 2000 Draft

## ALMA US Task



## ALMA US Locations Of Work (Local ALMA

